

B7 合同調整委員会議事録等

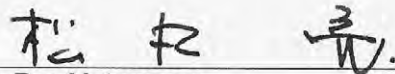
No.	Date	Agenda	Participants
1 <sup>st</sup> JCC	18 Apr 2012	Official commencement	OCD, PHIVOLCS, PAGASA, DILG, DSWD, NEDA, LPP, LMP, ULAP (and DPWH, PIA were recommended as JCC members)
2 <sup>nd</sup> JCC	3 Aug 2012	Approval of PDM ver2	OCD, PHIVOLCS, PAGASA, DILG, DSWD, NEDA, LPP
3 <sup>rd</sup> JCC	14 Nov 2012	Monitoring the progress and on IMS development	OCD, DILG, NEDA, LPP, LMP, ULAP
4 <sup>th</sup> JCC	22 Feb 2013	Achievement of the 1 <sup>st</sup> year with	OCD, NEDA, PHIVOLCS, DSWD, LPP, DPWH
5 <sup>th</sup> JCC	18 Oct 2013	Mid-term review	OCD, PAGASA, LMP, ULAP, GHQ&HEC, NEDA, PHIVOLCS, LGA(DILG)
6 <sup>th</sup> JCC	7 Feb 2014	Approval of PDM ver3	PAGASA, ULAP, LMP, OCD, NEDA, LPP
7 <sup>th</sup> JCC	20 Aug 2014	Monitoring the progress	OCD, PHIVOLCS, DILG, LGA, DSWD, NEDA
8 <sup>th</sup> JCC	10 Oct 2014	Terminal Evaluation	OCD, PHIVOLCS, DILG, LGA, DSWD, NEDA
9 <sup>th</sup> JCC	12 Feb 2015	Achievement of the project	OCD, PHIVOLCS, DILG, LGA, DSWD, NEDA

Minutes of Meeting  
between  
Office of Civil Defense  
and  
Japan International Cooperation Agency  
on  
Joint Coordinating Committee  
for  
The Disaster Risk Reduction and Management  
Capacity Enhancement Project


Manila, 23 April 2012



Undersecretary Benito T. Ramos  
Executive Director, National Disaster  
Risk Reduction and Management Council  
(NDRRMC)  
Administrator, Office of Civil Defense  
(OCD)



Dr. Ryo Matsumaru  
Team Leader, JICA Expert Team  
for the Disaster Risk Reduction and  
Capacity Enhancement Project  
Japan International Cooperation Agency



Witnessed by  
Ms. Sachiko Takeda  
Senior Representative  
JICA Philippine Office  
Japan International Cooperation Agency

In accordance with the Minutes of Meeting (hereinafter referred to as "M/M") and Record of Discussion (hereinafter referred to as "R/D") for "The Disaster Risk Reduction and Management Capacity Enhancement Project" (hereinafter referred to as "the Project") agreed upon between Office of Civil Defense (hereinafter referred to as "OCD"), and Japan International Cooperation Agency (hereinafter referred to as "JICA") on 28 October 2011, JICA dispatched an Expert Team headed by Dr. Ryo Matsumaru on 19 March 2012 for the commencement of the Project.

The Joint Coordinating Committee (hereinafter referred to as "JCC") had its first meeting for official commencement of the Project, chaired by Undersecretary Benito T. Ramos, Executive Director of National Disaster Risk Reduction and Management Council (hereinafter referred to as "NDRRMC") and Administrator of OCD, held on 18 April 2012 and attended by the JCC members. The list of the participants is shown in Appendix 1.

After the opening address by Undersecretary Benito T. Ramos and Ms. Sachiko Takeda, Senior Representative of JICA Philippine Office, Mr. Kimio Takeya, Senior Advisor of JICA, made a presentation regarding the Japanese assistance for national level disaster management, and it was followed by the explanation of the contents of the Work Plan (1st Phase) of the Project by the Expert Team.

The following are the main points discussed and/or agreed in the JCC meeting.

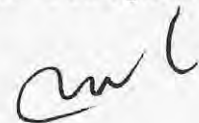
1. Commencement of the Project

The Philippines side expressed appreciation for the commencement of the Project, and agreed on the contents of the Work Plan (Appendix 2: Work Plan, Appendix 3: Handout of JCC meeting).

Both sides agreed that the details of the Project activities will be determined through the discussion with OCD and the JCC members that will be held in the next couple of months, and also agreed to have another JCC meeting (expected to be held in July, 2012) after the determination of the detailed activities for finalizing the Project Design Matrix (PDM) that is provisionally presented in the Work Plan.

2. Composition of Counterparts (CP)

The Philippines side confirmed the composition of CP. The Expert Team requested OCD to appoint the officers for each output as CP officers. OCD agreed and will submit the names of CPs as soon as possible.





3. Composition of JCC

The Philippines side confirmed the composition of JCC. JICA Philippines Office suggested the inclusion of DPWH into JCC members since DPWH plays an important role to implement measures for water related disasters. The Philippines side also suggested the inclusion of Philippines Information Agency (PIA) as the Project activity includes information management. Both sides agreed that all organizations necessary for and related to the Project implementation will be invited to attend the next JCC meeting as JCC members.

4. Beneficiaries of the Project

The Philippines side asked whether the beneficiary of this project is only OCD or other related organizations including regional office of OCD, province and LGUs. The Expert Team answered that other related organizations might also be beneficiaries, though the main target of the Project is OCD. The Philippines side requested to implement the project covering regional/local organizations.

5. Meetings for sharing and exchanging the information of the Project

The Expert Team proposed to hold CP meetings and expanded CP meetings periodically, at least once a month, for smooth implementation, sharing the progress and exchanging information on the project with each other, and the Philippines side agreed to hold the meetings and suggested that the meetings may be held more frequently whenever needed.

In this regards, OCD was requested to coordinate with concerned organizations the designation of focal person as representative to the meetings..

6. Working Space for the Expert Team

The Expert Team requested OCD to provide more working space for the team. OCD replied that OCD will take necessary and immediate actions.

7. JICA Long-Term Expert

The JICA Philippines Office explained that this Project will be implemented through a mutual collaboration with a JICA Long-Term expert who is expected to be dispatched to OCD in July 2012.

Taking this opportunity, the JICA Philippines Office requested OCD necessary arrangements for the long-term expert including the provision of the room for the Long-Term expert.

## List of Participants

### **Philippines Side**

#### **Office of Civil Defense (OCD)**

Usec. Bonito T. Ramos	Executive Director, NDRRMC / Administrator, OCD
Usec. Proceso T. Domingo	Office for Special Concerns, OCD
Crispina B. Abat	Chief, Planning and Management Division
Edgardo J. Ollet	Chief, Operations Division
Joel L. Viloria,	Assistant Chief, Administrative and Finance Division
Susana E. Quiambao,	Training Division
Marilen J. Galang,	Training Division
Raquel G. de Leon,	Planning and Management Division
Francis P. Rodriguez,	Operations Division

#### **Philippine Institute of Volcanology and Seismology (PHIVOLCS)**

Delfin C. Garcia	Officer in Charge, Finance and Administrative Division
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#### **The Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)**

Niño Relos	SWS, RDCD
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#### **Department of Internal Local Government (DILG)**

Melanie P. Angulo	Bureau of Local Government Development
Thelma Abdulrahman	Bureau of Local Government Development

#### **Department of Social Welfare Development (DSWD)**

Esther L. Geraldoz	Protective Services Bureau
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#### **National Economic Development Authority (NEDA)**

Ross de Leon	Sr. Regional Development Coordination Staff
Annielyn Rivera	LUPPD/ Regional Development Coordination Staff

#### **League of Provinces of the Philippines (LPP)**

Jose Alcaraz	Policy Division
Marios Sumira	

#### **League of Municipalities of the Philippines (LMP)**

Ruth M. Flores	Plans & Programs Officer
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#### **Union of Local Authorities of the Philippines (ULAP)**

Patricio S. de Quiros	Head, Finance and Administration
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**Japan Side**

**Embassy of Japan**

Akio Yonezawa

2nd Secretary

**JICA Headquarters**

Kimio Takeya

Senior Advisor

**JICA Philippines Office**

Sachiko Takeda

Senior Representative

Hayato Nakamura

Project Formulation Advisor

Catherine M. Palanca

Program Officer

**Expert Team**

Ryo Matsumaru,

Team Leader /

Disaster Risk Reduction and Management Planning

Yoshihiko Uchikura,

Deputy Team Leader /

Disaster Risk Reduction and Management Operation (1)

Rumi Hori


Human Resources Development and Planning (2)

Yoko Nomura


Community Based Disaster Risk Management

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**Disaster Risk Reduction and Management (DRRM)  
Capacity Enhancement Project**



**1<sup>st</sup> Joint Coordinating Committee Meeting**


**- Project Outline -**

April 18, 2012


JICA Expert Team

### Presentation Structure

1. Project History
2. Project Summary
3. Project Implementation




Disaster Risk Reduction and Management (DRRM) Capacity Enhancement Project




### History of the Project

2008	Formulation Survey on JICA Disaster Management Program
2009	1 <sup>st</sup> project proposal
2010	Preparatory Survey (August – November) Preparation of Project Proposal
2011	Agreement of TCP between OCD and JICA (October)
2012	Implementation of the Project by JICA's Technical Cooperation Project (TCP)
2015	



Disaster Risk Reduction and Management (DRRM) Capacity Enhancement Project



### Disaster Risk Reduction and Management Capacity Enhancement Project

Overall Goal

- DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.

Project Purpose

- Capacity on DRRM of OCD (Office of Civil Defense) is strengthened

Implementing agency


- Office of Civil Defense (OCD)

Beneficiaries


- Direct Beneficiaries: OCD employees (DRRM Related organizations)
- Indirect Beneficiaries: Residents of pilot areas

Project Period

- 3 years (Mar. 2012 – Mar. 2015)



Disaster Risk Reduction and Management (DRRM) Capacity Enhancement Project



### At the end of 3-years' Project

- Planning and implementing capacity of OCD on DRRM is strengthened. - Output 1 (Planning Component)
- DRRM activities including information management are standardized. - Output 2 (Operation Component)
- Human resources development plan (HRDP) for DRRM is developed. - Output 3 (HRD Component)
- Supporting system to Community Based Disaster Risk Management (CBDRM) is strengthened. - Output 4 (CBDRM Component)

### If actual disaster assumed...

#### In case of typhoon Sendong in Mindanao

- Information was not properly disseminated.
  - If information dissemination procedure was standardized, information might be transferred properly.
  - Operation Component will contribute to address this problem.
  - If community people educated and know how to react...
  - CBDRM component will contribute to address this problem.



<http://egyolk.com>

#### In case of Negros Earthquake

- People got in panic having incorrect information of tsunami.
  - If information management procedure was standardized, confusion of information might be avoided.
  - Operation component will contribute to address this problem.
  - If community or people had proper knowledge and capacity to react properly, panic might not be happened.
  - HRD component and CBDM component will contribute to address this problem.



<http://www.newsbash.org/2004/02/hd/h111501.htm>

### Planning Component (PLN)

#### Output

*Planning and implementing capacity of OCD on DRRM is strengthened.*

#### Activities

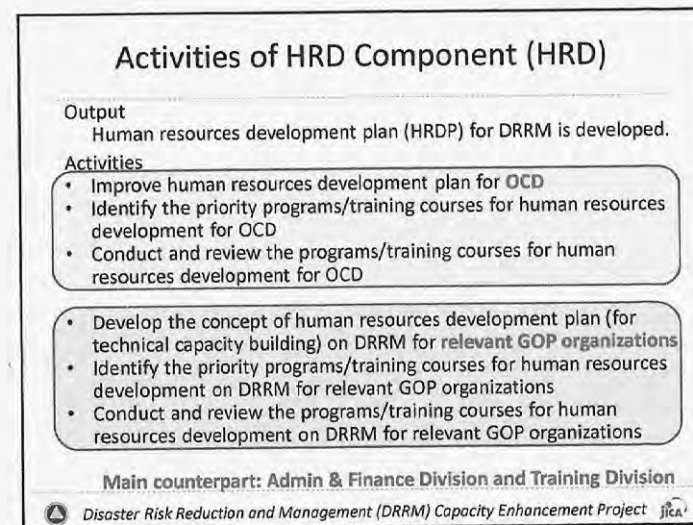
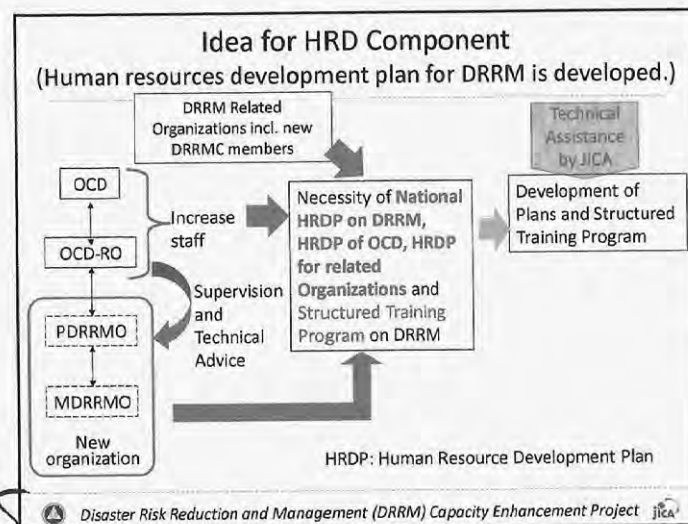
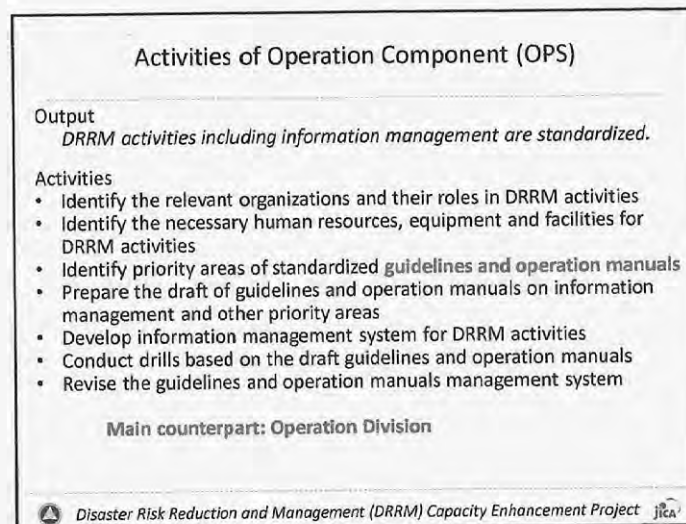
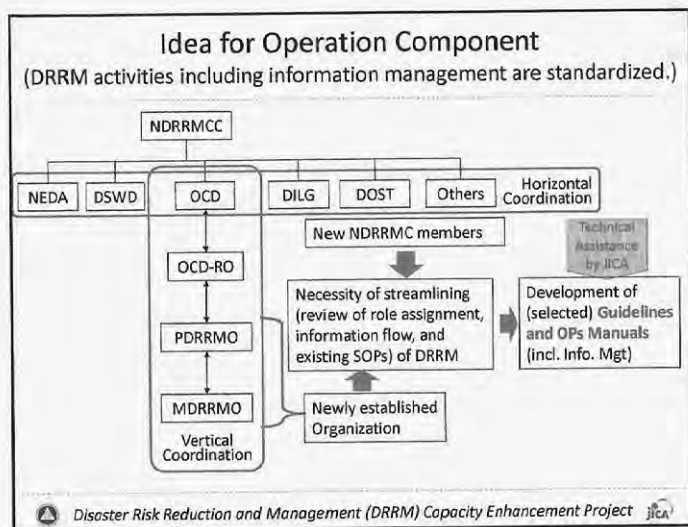
- Review and enhance of National Disaster Risk Reduction and Management Plan (NDRRMP)
- ~~Facilitate the possible legislation process of the draft of NDRRMP~~
- Implement the highly prioritized activities in the NDRRMP

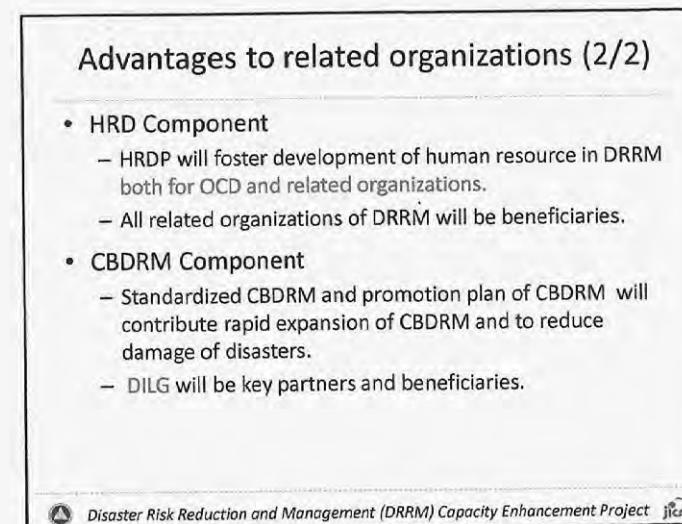
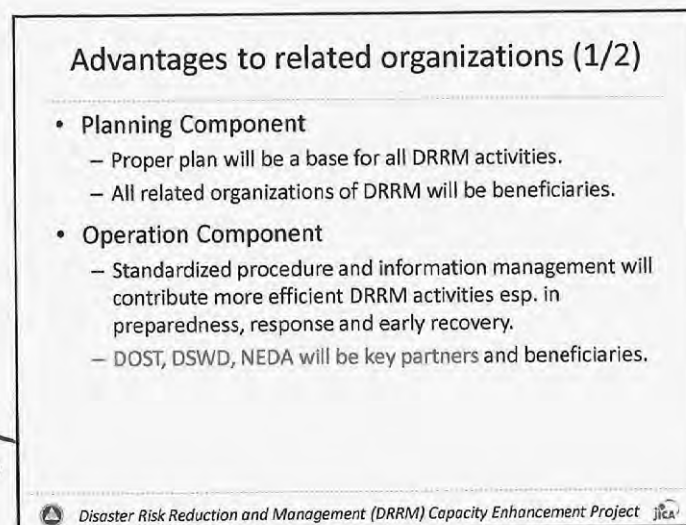
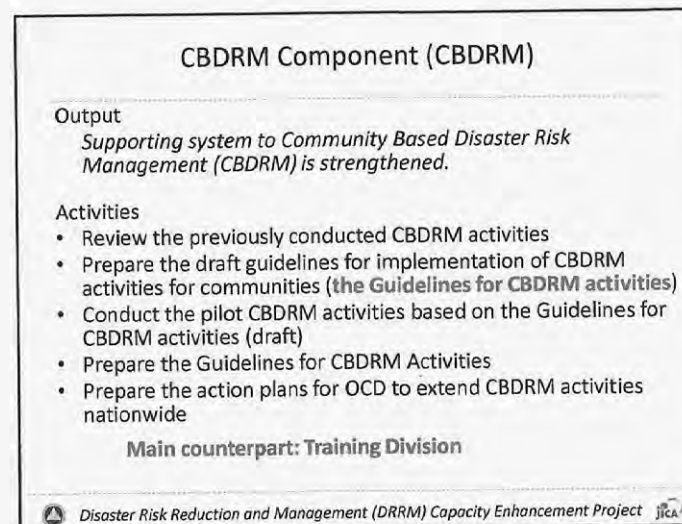
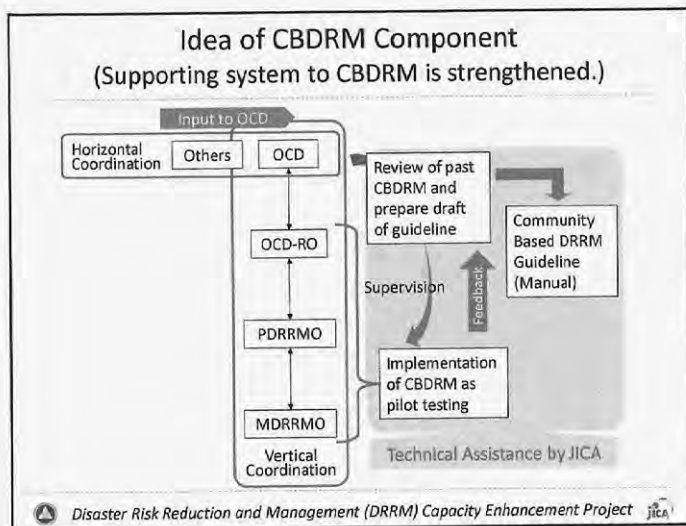
Counterpart Division: Planning Division

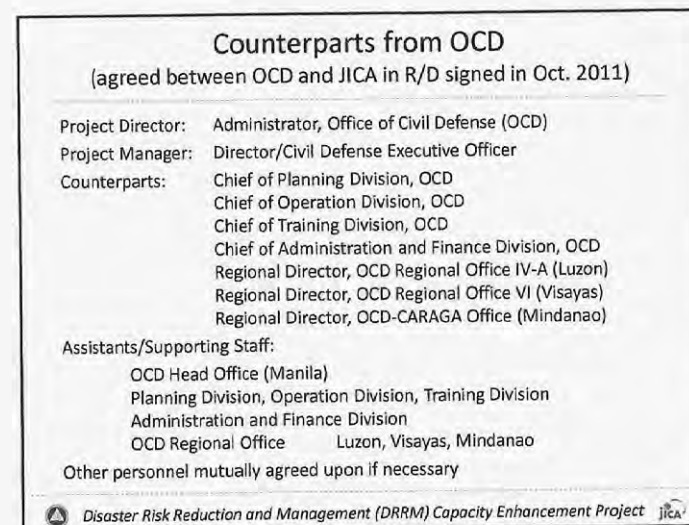
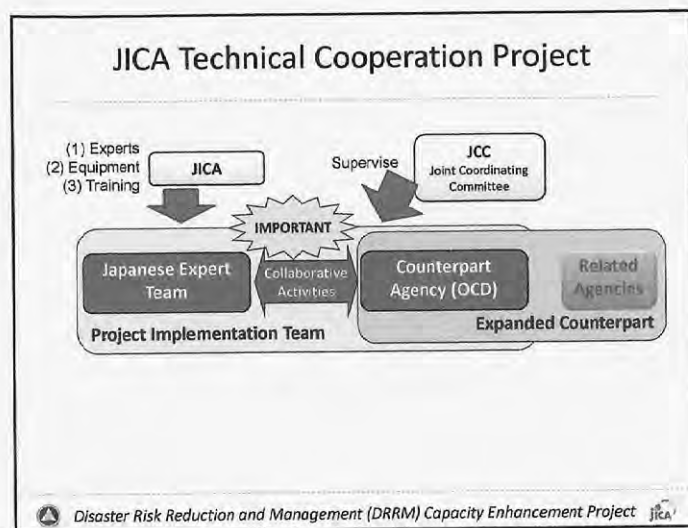
### Priority Project Listed in NDRRMP

1. Development of the following plans: Joint workplan for DRRM and CCA, Local DRRM plans, National Disaster Response Plan, Risk financing
2. Development of IEC and advocacy materials on RA 10121, DRRM and CCA
3. Development of guidelines on: Communications and information protocol before, during and after disasters, Creation of DRRM teams, Criteria/standards for local flood early warning systems, Evacuation, Infrastructure redesign and/or modifications, Manual of operations of disaster operations centers, Accreditation of stakeholders including volunteer groups
4. Development of tools on DRRM and CCA mainstreaming in the national and local-level planning, DANA and Post-DANA, Psychosocial concerns
5. Establishment of: DRRM Training Institutes, Local flood early warning systems, End-to-End Early Warning Systems.
6. Establishment of local DRRM Councils and Offices and their operations centers, as prescribed by RA 10121.
7. Conduct inventory of existing DRRM and CCA resources and services;
8. Development and implementation of DRRM and CCA activities using 5% of government agency's allocation from the annual national budget or General Appropriations Act (GAA);
9. Hazard and risk mapping in the most high-risk areas in the country
10. Institutional capability program on DRRM and CCA for decision makers, public sector employees, and key stakeholders;
11. Mainstreaming DRRM and CCA
12. PDNA capacity building for national government agencies, regional line agencies, and local offices.
13. Review, amend and/or revise the following: Building Code and other relevant codes and integrate DRRM and CCA, Executive Order No. 72 s. 1993, Implementing Rules and Regulations of RA 10121, Various environmental policies (i.e. EO No. 26) to integrate DRRM and CCA





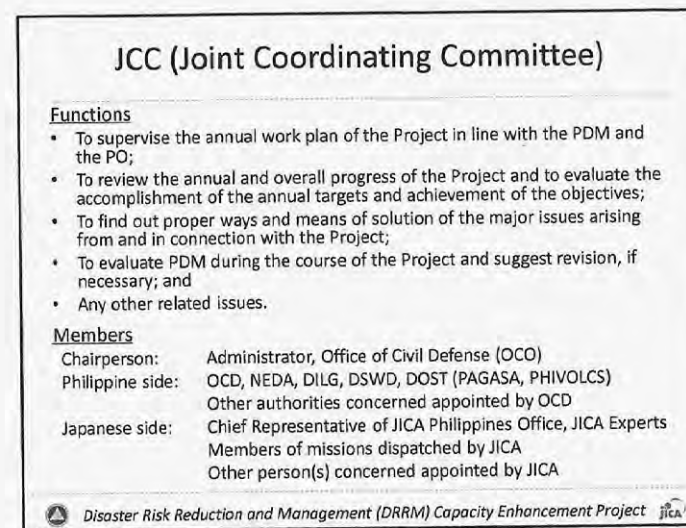




**Japanese Expert**

Dr. Ryo Matsumaru	Team leader/ Disaster Risk Reduction and Management Planning
Mr. Yoshihiko Uchikura	Deputy Team Leader/ Disaster Risk Reduction and Management Operation (1)
Mr. Kazuto Suzuki	Disaster Risk Reduction and Management Operation (2)
-----	Disaster Risk Reduction and Management Technology
Ms. Miki Kodama	Human Resources Development and Planning
Ms. Rumi Hori	Human Resources Development and Planning (2)
Ms. Yoko Nomura	Community Based Disaster Risk Management
Dr. Akihiro Furuta	Information Management System
-----	Project Coordinator/ Disaster Risk Reduction and Management Planning (2)

Disaster Risk Reduction and Management (DRRM) Capacity Enhancement Project JICA





### Schedule (in coming 4 months)

#### April to May

- Discussions for determining of detailed activates for each output
- Discussions for designing of Capacity Assessment

#### May to June

- Finalization of activates for each output
- Conduct Capacity Assessment Survey

#### June to July

- Discussion on PDM and PO for finalize the Project
- 2<sup>nd</sup> JCC to confirm the Project direction and PDM and PO

*Counterpart Meetings (every month)*

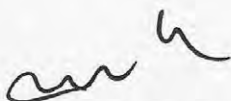
*Extended counterpart meetings (June or July before JCC)*

### For working together

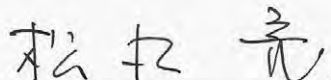
- Assignment of counterparts and assistants/supporting staff from OCD
- Appoint focal person from related organization
- Active participation to the project activities
- Sharing available information
- Close communication each other as partner through regular meeting
  - Day to day discussion
  - Counterpart meeting (at least once a month) for sharing progress of project among counterparts who are assigned to the respective outputs and exchange information.
  - Expanded counterpart meeting
- Use of knowledge of Japanese Experts as your knowledge

Minutes of Meeting  
between  
Office of Civil Defense  
and  
Japan International Cooperation Agency  
on  
Joint Coordinating Committee  
for  
The Disaster Risk Reduction and Management  
Capacity Enhancement Project

Manila, 28 August 2012



Undersecretary Benito T. Ramos  
Executive Director, National Disaster  
Risk Reduction and Management Council  
(NDRRMC)  
Administrator, Office of Civil Defense  
(OCD)



Dr. Ryo Matsumaru  
Team Leader, JICA Expert Team  
for the Disaster Risk Reduction and  
Capacity Enhancement Project  
Japan International Cooperation Agency



Witnessed by  
Mr. Takahiro Sasaki  
Chief Representative  
JICA Philippine Office  
Japan International Cooperation Agency

In accordance with the Minutes of Meeting and Record of Discussion for "The Disaster Risk Reduction and Management Capacity Enhancement Project" (hereinafter referred to as "the Project") agreed upon between Office of Civil Defense (hereinafter referred to as "OCD"), and Japan International Cooperation Agency (hereinafter referred to as "JICA") on 28 October 2011, JICA dispatched a Project Expert Team headed by Dr. Ryo Matsumaru on 19 March 2012. On 18 April 2012, 1<sup>st</sup> Joint Coordinating Committee (hereinafter referred to as "JCC") meeting was held and the Work Plan submitted by the Project Expert Team was agreed by the JCC members and the Project was officially commenced.

On 3 August, 2012, the JCC had its second meeting chaired by Undersecretary Benito T. Ramos, Executive Director of National Disaster Risk Reduction and Management Council (hereinafter referred to as "NDRRMC") and Administrator of OCD with the participation of the JCC members. The list of the participants is shown in Appendix 1.

The main objectives of the JCC meeting were to agree on priority areas and detailed activities for each Output of the Project, and modify the Project Design Matrix (hereinafter referred to as "PDM") that was attached to the Work Plan.

After the opening address by Undersecretary Benito T. Ramos and Mr. Takahiro Sasaki, Chief Representative of JICA Philippine Office, the Project Expert Team explained the results of discussion that had been conducted from April to July, 2012, and presented the priority areas and detailed activities for each Output of the Project as joint proposal of OCD and the Project Expert Team (Appendix 2: Handout of the presentation).

After an active and interactive discussion, the JCC members finally agreed on the following priority areas and detailed activities, and modification of the PDM:

## **1. Priority Areas and Detailed Activities**

### **1.1 Discussion on Output 1 (Planning Component)**

Philippine side pointed out the following as suggestions on the planning process of DRRMPs.

- 1) At the sub-national and local level, various efforts on physical and development planning such as Comprehensive Development Plan, Land Use Plan, or Climate Change Adaptation etc. already exist or are underway. As DRRMP should also be comprehensive and has to be harmonized with other plans, necessary coordination

is important and required in the process of sub-national and local level DRRMP planning.

- 2) Since local level DRRMP is going to be developed only in the small number of pilot areas, those DRRMPs should be developed the earliest as possible for the replication of the plans for other areas.
- 3) Local level DRRMP should be developed with due considerations of utilization of CBDRRM activities.

#### 1.2 Discussion on Output 2 (Operations Component)

Responding to the question of coverage of National Disaster Response Plan (NDRP), the Project Expert Team replied that "Response" covers not only the actions after the occurrence of disaster but also the actions for preparedness (before the disaster such as early warning stage), and this idea was shared and agreed with the participants.

The ideas agreed among the participants in the JCC on the information management system (IMS) developed through the Project are 1) requirements of the IMS will be determined based on the role and responsibility of OCD defined in NDRP, and 2) development of the IMS may include re-activation of the existing information management system of OCD.

#### 1.3 Discussion on Output 3 (Human Resources Development (HRD) Component)

The JCC members suggested that required competencies of the staff of the DRRM related organizations should be clarified in the development of HRD concept. Especially for OCD staff, certain level of DRRM technical knowledge including scientific knowledge need to be acquired as key competencies to implement NDRRMP and other DRRM activities.

The JCC members also suggested that it is better to have a link between the HRD programs developed through the Project and the JICA training related to DRRM for effective HRD in DRRM as a whole.

#### 1.4 Discussion on Output 4

(Community based Disaster Risk Reduction and Management Component)

Responding to the question about the meaning of "Standard", the Project Expert Team explained that the objective for development of the guideline is to keep the quality of CBDRRM activity by presenting the core items of CBDRRM activity, even though the

characteristics of the communities and their needs are different. In this context, "Standard" is currently used, and the name might be changed in the process of guideline development.

The JCC members suggested the following for the improvement of the guideline.

- 1) Role of OCD and other related organizations on CBDRRM has to be clarified.
- 2) How to implement CBDRRM activities, and how to get budget for implementation etc. should also be discussed beside the discussion of the contents of the guideline.

OCD and vice-chair agencies DILG and DSWD agreed to have further discussions on the development of guideline.

## **2. Modification of Project Design Matrix (PDM)**

Based on the proposed modification of PDM (Appendix 3: Draft of PDM ver.2), the JCC members had discussions and later agreed to have the PDM modified accordingly.

Agreed PDM is attached to this Minutes of Meeting as Appendix 4 as replacement of the PDM presented in the Work Plan which was agreed upon during the 1<sup>st</sup> JCC Meeting held on April 18, 2012.

## **3. Selection of Pilot Areas**

The JCC members agreed that pilot areas for Output 1 and Output 4 will be selected before the 3<sup>rd</sup> JCC meeting which will be held in November 2012 based on the criteria set by the Project.

Some participants of Philippine side suggested that the selection of the pilot area should be based upon consideration of 1) various pilot activities on DRRM which are already conducted by various agencies and 2) existing capacities for DRRM.

The Chief Representative of JICA Philippines Office mentioned that CBDRRM activities would be effective if conducted in the areas where there are completed structural measures due to past experience as it can be seen in the JICA's flood control project in Ormoc River basin. It is, therefore, suggested that collaboration with other JICA projects, especially those involving structural measures be considered as one of the selection criteria for the pilot areas.

In this regard, further discussions will also be made on the criteria for selecting pilot areas with related organizations based on the ideas of selection criteria presented to the JCC members by the Project Expert Team.

Furthermore, the Project Expert Team explained that pilot areas for Output 1 and Output 4 can be the same to expect optimum effect of the Project.

#### **4. Schedule of the Project in FY2012**

The schedule of milestone events, such as JCC, Counterpart Meeting, Expanded Counterpart Meeting, and Seminar, was proposed by JICA Project Expert (Appendix 5) and it was agreed by the JCC members in general.

According to the schedule, the next JCC meeting will be held on 14 November 2012.

#### **5. Capacity Assessment**

JCC members agreed to support the conduct of a capacity assessment survey which will be the basis for the detailed activities as agreed on this JCC meeting. The capacity assessment survey will be conducted together with OCD and will commence as soon as OCD and the Project Expert Team agree on the survey contents.

#### **6. JICA Long-Term Expert**

JICA Philippines Office informed that a JICA Long-Term Expert -a policy advisor for OCD will be dispatched to OCD in mid September 2012. JICA Philippine office will coordinate with OCD for further preparation on this regard.

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**List of Participants**

**Philippine Side**

**Office of Civil Defense (OCD)**

Usec. Benito T. Ramos	Executive Director, NDRRMC / Administrator, OCD
Atty. Pricilla P. Duque	Acting Civil Defense Executive Officer
Olive M. Luces	Chief, Administrative and Finance Division
Edgardo J. Ollet	Chief, NDRRMC OpCen
Crispina B. Abat	Head, Project Management Office
Susana E. Quiambao	Training Division
Raquel G. de Leon	Planning and Management Division

**Philippine Institute of Volcanology and Seismology (PHIVOLCS)**

Renato Solidum	Director
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**The Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)**

Rosalina de Guzman	AWSC, PAGASA-CAD
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**Department of Internal Local Government (DILG)**

PB Agillar	Division Chief
Thelma Abdulrahman	Bureau of Local Government Development

**Department of Social Welfare Development (DSWD)**

Evangelina I. Tuazon	Protective Services Bureau
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**National Economic Development Authority (NEDA)**

Ross de Leon	Sr. Regional Development Coordination Staff
Annielyn Rivera	LUPPD/ Regional Development Coordination Staff

**League of Provinces of the Philippines (LPP)**

Jose Alcaraz	Policy Division
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**Japan Side**

**Embassy of Japan**

Akio Yonezawa                      2nd Secretary

**JICA Headquarters**

Kimio Takeya                      Senior Advisor

**JICA Philippines Office**

Takahiro Sasaki	Chief Representative
Sachiko Takeda	Senior Representative
Hayato Nakamura	Project Formulation Advisor
Catherine M. Palanca	Program Officer

**Expert Team**

Ryo Matsumaru	Team Leader / Disaster Risk Reduction and Management Planning
Yoshihiko Uchikura	Deputy Team Leader / Disaster Risk Reduction and Management Operation (1)
Miki Kodama	Human Resources Development and Planning (1)
Yoko Nomura	Community Based Disaster Risk Management
Masato Fujimoto	Coordinator / Disaster Risk Reduction and Management Planning (2)

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## Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)



### 2<sup>nd</sup> Joint Coordinating Committee Meeting

- Opening Address (9:00 – 9:20)  
Undersecretary Benito T. Ramos,  
Executive Director, NDRRMC and Administrator, OCD  
Mr. Takahiro Sasaki,  
Chief Representative, JICA Philippines Office
- Discussion on Detailed Activities of the Project (9:20 – 11:00)
  - Findings and Issues & Challenges Related to the Project
  - Proposal of detailed activities
  - Modification of PDM
  - Preliminary discussion for selecting of Pilot Areas for detailed activities
- Schedule of the Project in FY2012 (11:00 – 11:20)
- Closing Address and Vote of Thanks (11:20 – 11:30)

August 3, 2012  
NDRRMC Conference Room

## Meeting background and objective

- Background
  - As PDM agreed in Oct. 2011 did not mention any priority area and detailed activities of the Project, it should be determined at the beginning of the Project.
  - Through the discussions from April to July, priority areas and detailed activities have been identified.
  - Those priority areas and detailed activities have to be agreed upon a meeting of Joint Coordination Committee (JCC) which is governing body of the Project.
- Objective
  - To share the finding and Issues & Challenges related to the Project
  - To share and discuss the proposed priority areas and activities of the Project



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Disaster Risk Reduction and Management Capacity Enhancement Project

**Implementing agency**  
**Office of Civil Defense (OCD)**

**Project Period**  
**3 years**  
**Mar. 2012 – Mar. 2015**

### Overall Goal ▲

DRRM activities conducted by  
organizations of the Government of the  
Philippines are improved.

### Project Purpose ▼

"Capacity on DRRM of OCD is strengthened."

### Output ▼

- Output 1: Planning and implementing capacity of OCD on DRRM is strengthened. - Planning Component -
- Output 2: DRRM activities including information management are standardized. - Operation Component -
- Output 3: Human resources development plan (HRDP) for DRRM is developed. - HRD Component -
- Output 4: Supporting system to Community Based Disaster Risk Management (CBDRM) is strengthened. - CBDRM Component -

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Record of Major Activity

### for Identifying Priority Areas/Detailed Activities

- Expanded Counterpart Meeting
  - 1<sup>st</sup> (Kick-off Meeting): Mar 21
  - 2<sup>nd</sup>: July 30
- Counterpart Meeting
  - 1<sup>st</sup>: May 2
  - 2<sup>nd</sup>: May 30
  - 3<sup>rd</sup>: June 22
  - 4<sup>th</sup>: July 25
- CBDRM Team Meeting
  - 1<sup>st</sup>: April 27
  - 2<sup>nd</sup>: May 22
  - 3<sup>rd</sup>: June 21
  - 4<sup>th</sup>: July 24
  - Workshop: August 2
- Interviews
  - Co-vice chairs
  - Other NDRRMC Members
  - Donors
  - etc.
- Workshops attended
  - CBDRM Workshop
  - Planning div. Workshop (May 17)
  - Training module and material development workshop (May 16-18, June 26-29)



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA



B7-20

Appendix 2

## Project Outputs and related findings and issues (Output 1)

### Output 1: Planning and implementing capacity of OCD on DRRM is strengthened.

Findings	Issues and Challenges
<ul style="list-style-type: none"> <li>NDRRMP was formulated and already authorized by NDRRMC</li> <li>13 priority activities have already identified in the NDRRMP</li> <li>Regional, provincial and LGU and department level DRRMP have to be formulated urgently. However only small activities done in preparation of DRRMPs.</li> <li>Establishment of DRRMO in all levels of DRRM related Gov. agencies is required however its is not remarkably progressed.</li> <li>PDNA that was nominated as candidate for the priority for this project already committed by others.</li> </ul>	<ul style="list-style-type: none"> <li>Planning process and templates for DRRMPs have not been guided/prepared properly.</li> <li>Even establishment of DRRMO for DRRM related agencies are urgently required, guidelines for DRRMO establishment has not well prepared.</li> <li>Monitoring procedure of DRRMP planning and DRRMO establishment has not been fixed yet.</li> </ul>

 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) 

## Project Outputs and related findings and issues (Output 3)

### Output 3: Human resources development plan for DRRM is developed.

Findings	Issues and Challenges
<ul style="list-style-type: none"> <li>AusAID implements HRD related activities especially competency based job profiling and recruiting.</li> <li>Technical capacity enhancement training for OCD staff is not regularly conducted.</li> <li>Establishment of DRRM TI is on-going and DRRM TI targets all DRRM related persons.</li> <li>Four training programs are under preparation for DRRM TI as priority activity for launching.</li> <li>OCD/DRRM TI will provide trainings for government agencies but not prepare DRRM related HRD plan for them.</li> </ul>	<ul style="list-style-type: none"> <li>DRRM technical capacity enhancement for OCD is urgently needed especially basic tech training for new staff.</li> <li>Entire plan for DRRM TI is still in discussion. Determination of DRRM TI details of Organization and operation plan including preparation of a structured training program is required.</li> <li>For proper operation of DRRMO under new law and DRRMP, capacity enhancement of related agencies are required. To provide the training, capacity requirements of each agency have to be clearly identified. For this purpose, national level HRD concept is needed.</li> </ul>

## Project Outputs and related findings and issues(Output 2)



### Output 2: DRRM activities including information management are standardized.

Findings	Issues and Challenges
<ul style="list-style-type: none"> <li>NDRRMP only describes target of disaster response and concerned organization, and not clearly mention role and responsibility and action should be taken by each organization. Therefore NDRP is required to make it clear for effective disaster response.</li> <li>Operation procedure is under revision under the framework of RA10121 and NDRRMP. However, RA10121 and NDRRMP do not give enough information as base for revision and/or improvement of operation procedure. In this reason, NDRP is also required.</li> <li>UNDP and UNOCHA is interested in supporting for development of NRDP.</li> <li>Previously introduced information management systems are not functioned at this moment.</li> <li>Some of DRRMC member agencies developed or are developing own information management system.</li> </ul>	<ul style="list-style-type: none"> <li>Structure (or relationship) between NDRRMP and NDRP, and NDRP and Operation manuals are not clear and need to be clarified at the beginning of NDRP formulation. <i>(This also will contribute for discussion of Sub-national level DRRM Planning.)</i></li> <li>For development of effective information management system (IMS), clear definition of objective of IMS, role/task of OCD (or NDRRMC?) in DRRM is required.</li> <li>Information management should be considered in two ways such as real-time data provision and disaster data analysis as a part of knowledge management.</li> </ul>

## Project Outputs and related findings and issues (Output 4)

### Output 4: Support system to Community Based Disaster Risk and Management (CBDRM) is strengthened

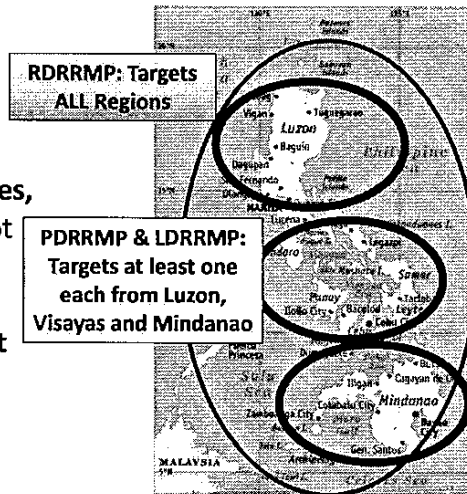
Findings	Issues and Challenges
<ul style="list-style-type: none"> <li>Many organizations have been conducted CBDRM activities.</li> <li>However, idea, contents, targets and used guideline are different.</li> <li>Necessity of a standard guideline for CBDRM as authorized one is agreed among related organizations.</li> <li>CBDRM will be CBDRRM.</li> </ul>	<ul style="list-style-type: none"> <li>Necessity of a standard guideline of CBDRRM.</li> </ul>

 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) 

## Detailed Activities for Output 1: Planning Component (1/2)

### Detailed Activities

- Development of **Regional DRRM Plan**
- Development of **Provincial DRRM Plan** for pilot provinces, and **LGU DRRM Plan** for pilot LGUs in the pilot provinces
- Monitoring of establishment of DRRMO** in DRRM related government agencies
- Review of **NDRRMC**  
(Continuous activity during the Project Period)



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Detailed Activities for Output 1: Planning Component (2/2): Activity's Timeframe

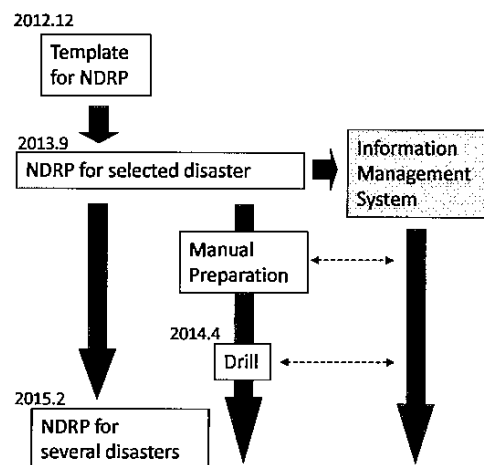
	2012				2013				2014				2015
	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JFM
Review and Enhance NDRRMP	◆	—	—	—	—	—	—	—	—	—	—	—	◆
Facilitate the possible legislation process of plans prepared in the Project for effective implementation						◆	—	—	—	—	—	—	◆
Formulate Regional DRRM Plan (RDRRMP)		★				★							★
Formulate Provincial DRRMP and LGU DRRMP for the selected province(s)												★	
Monitor establishment of DRRMO in DRRM related government agencies	◆	—	—	—	—	—	—	—	—	—	—	—	◆

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Detailed Activities for Output 2: Operations Component (1/2)

### Detailed Activities

- Development of **NDRP**
- Improvement of **National and Regional level operation manual(s)** for **OCD**
- Development of **information management system**
- Implementation of exercise based on the NDRP and Manual(s)
- Review and finalize NDRP and Manual



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Detailed Activities for Output 2: Operations Component (2/2): Activity's Timeframe

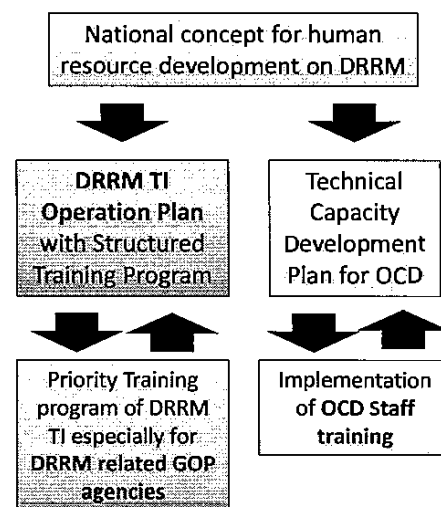
	2012				2013				2014				2015
	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JFM
Develop National Disaster Response Plan (NDRP)	◆	—	—	—	—	—	—	—	—	—	—	—	◆
Improve National and Regional operation manual(s) for OCD	◆	—	—	—	—	—	—	—	—	—	—	—	◆
Develop an information management system for DRRM activities					◆	—	—	—	—	—	—	—	◆
Conduct drills based on NDRP and operation manual(s)									◆	—	—	—	◆

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Detailed Activities for Output 3: Human Resources Development Component (1/2)

### Detailed Activities

- Development of a **national level concept for human resource development (HRD) on DRRM**
- Development of **DRRM TI operation plan** with structured training program including implementation of priority training program of DRRM TI especially for DRRM related GOP agencies
- **Improve technical capacity development plan for OCD** including implementation of OCD Staff training.



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Detailed Activities for Output 3: HRD Component (2/2): Activity's Timeframe

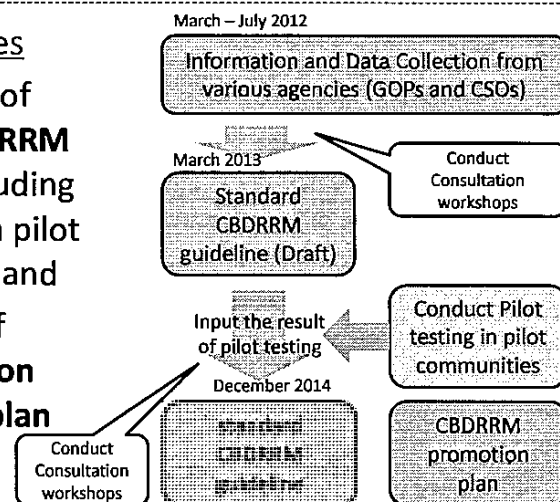
	2012			2013			2014			2015	
	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS	OND	JFM
National Concept of HRD on DRRM	★ Draft Outline					★ Draft Concept				★ Finalize Concept	
Formulate DRRM TI Operation Plan		Pre-Discussion ←————→			★ Draft Outline	★ Draft Plan				★ Finalize Plan	
Implement Priory Training Program of DRRM TI for related GOP agencies		★ Pilot	★ Trainings			★ Trainings	★ Trainings				
Improve OCD Staff Tech. Capacity Development Plan			★ Draft Plan							★ Modified Plan	
Implement Priority Training Program for OCD Staff		★ Pilot Trainings		★ Trainings				★ Trainings		★ CP Training	

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Detailed Activities for Output 4: CBDRRM Component (1/2)

### Detailed Activities

- Development of **standard CBDRRM guideline** including pilot testing in pilot communities, and
- Preparation of **CBDRRM Action (promotion) plan**



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Detailed Activities for Output 4: CBDRRM Component (2/2): Activity's Timeframe

	2012			2013			2014			2015	
	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS	OND	JFM
Draft guidelines for implementation of CBDRRM activities	★ Workshop	★ Workshop	★ Draft Guideline								
Conduct the pilot CBDRRM activities based on the draft Guidelines		● Identify the pilot areas	● 3 pilot communities	● 3 pilot communities				● 3 pilot communities			
Finalize the Guidelines for CBDRRM Activities								● Finalize	★ Finalize	★ Finalize	
Prepare the action plans for OCD to implement CBDRRM activities nationwide								● Finalize	● Finalize	★ Finalize Action Plan	

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Detailed Activities of DRRM CEP and Priority Project Listed in NDRRMP

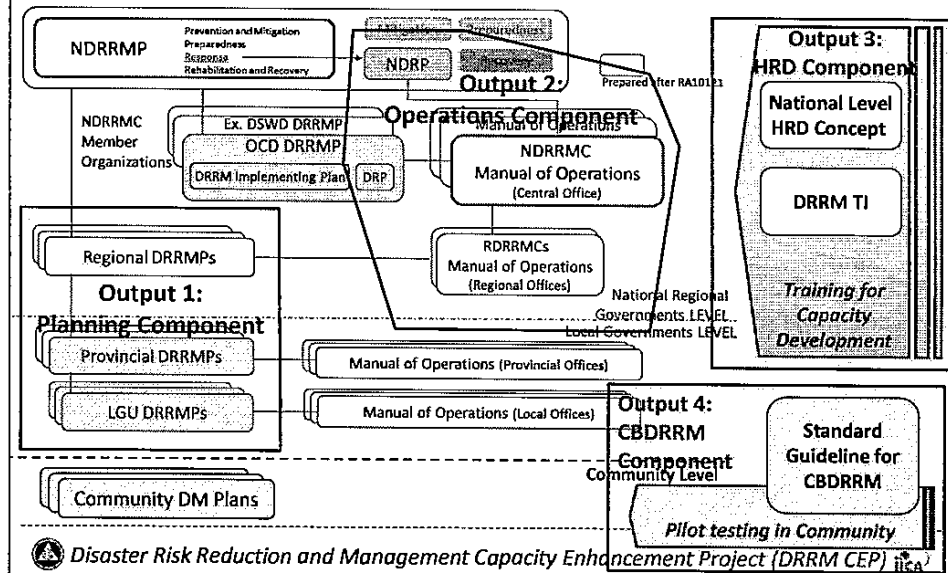
1. Development of the following plans:  
Joint workplan for DRRM and CCA, **Local DRRM plans**, **National Disaster Response Plan**, Risk Assessment, etc.
2. Development of IEC and advocacy materials on RA 10121, DRRM and CCA
3. Development of guidelines on:  
Communications and information protocol before, during and after disasters, Creation of DRRM teams, Criteria/standards for local flood early warning systems, Evacuation, Infrastructure redesign and/or modifications, Manual of operations of disaster operations centers, Accreditation of stakeholders including volunteer groups
4. Development of tools on DRRM and CCA mainstreaming in the national and local-level planning, DANA and Post-DANA, Psychosocial concerns
5. Establishment of:  
**DRRM Training Institutes**, Local flood early warning systems, End-to-End Early Warning Systems.

Priority Activities of Output 1

Priority Activities of Output 2

Priority Activities of Output 3

## Relationship between Disaster Management Planning System in Philippines and DRRM CEP





## Output 1: Planning Component

PDM Agreed in Oct. 2011		Revision
Output	Planning and implementing capacity of OCD on DRRM is strengthened.	No change
Activity	1-1 Review and Enhance National Disaster Risk Reduction and Management Plan (hereinafter referred to as "NDRRMP")	No change
	1-2 Facilitate the possible legislation process of the draft of NDRRMP	1-2 Facilitate the possible legislation process of plans prepared in the Project for effective implementation
	1-3 Implement the highly prioritized activities in the NDRRMP	1-3 Formulate Regional DRRM Plan (RDRRMP)
		1-4 Formulate Provincial DRRMP and LGU DRRMP for the selected province(s) 1-5 Monitor establishment of DRRMO in DRRM related government agencies

 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) 



## Output 3: Human Resources Development Component

PDM Agreed in Oct. 2011		Revision
Output	Human resources development plan for DRRM is developed.	No change
Activity	3-1 Develop the concept of human resources development plan (for technical capacity building) on DRRM for relevant GOP organizations	3-1 Formulate national level concept of human resources development (for technical capacity building) on DRRM
	3-2 Improve human resources development plan for OCD	3-2 Develop operation plan including structured training program for DRRM TI along with implementation and review of priority programs/training courses.
	3-3 Identify the priority programs/training courses for human resources development on DRRM for relevant GOP organizations	3-3 Improve technical capacity development plan for OCD including implementation and review of priority programs/training courses.
	3-4 Identify the priority programs/training courses for human resources development for OCD	
	3-5 Conduct and review the programs/training courses for human resources development on DRRM for relevant GOP organizations	
	3-6 Conduct and review the programs/training courses for human resources development for OCD	

 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) 



## Output 2: Operations Component

PDM Agreed in Oct. 2011		Revision
Output	DRRM activities including information management are standardized.	No change
Activity	2-1 Identify the relevant organizations and their roles in DRRM activities	No change
	2-2 Identify the necessary human resources, equipment and facilities for DRRM activities	No change
	2-3 Identify priority areas of standardized guidelines and operation manuals	No change (Completed)
	2-4 Prepare the draft of guidelines and operation manuals on information management and other priority areas	2-4 Develop National Disaster Response Plan (hereinafter referred to as "NDRP") 2-5 Improve National and Regional operation manual(s) for OCD
	2-5 Develop information management system for DRRM activities	2-6 Develop information management system for DRRM activities
	2-6 Conduct drills based on the draft guidelines and operation manuals	2-7 Conduct drills based on NDRP and operation manual(s)
	2-7 Revise the guidelines and operation manuals management system	2-8 Review and revise NDRP and operation manual(s)

 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) 

## Output 4: Community Based Disaster Risk Reduction and Management Component

PDM Agreed in Oct. 2011		Revision
Output	Supporting system to Community Based Disaster Risk Management (CBDRM) is strengthened.	Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened.
Activity	4-1 Review the previously conducted CBDRM activities	4-1 Review previously conducted CBDRRM activities
	4-2 Prepare the draft guidelines for implementation of CBDRM activities for communities (the Guidelines for CBDRM activities)	4-2 Prepare draft guidelines for implementation of CBDRRM activities
	4-3 Conduct the pilot CBDRM activities based on the Guidelines for CBDRM activities (draft)	4-3 Conduct pilot CBDRRM activities based on draft guidelines
	4-4 Prepare the Guidelines for CBDRM Activities	4-4 Finalize guidelines for CBDRRM Activities
	4-5 Prepare the action plans for OCD to extend CBDRM activities nationwide	4-5 Prepare action plans for OCD to implement CBDRRM activities nationwide

 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) 

## Preliminary discussion for selecting of Pilot Areas for detailed activities (1/2)

### Pilot Areas

- Output 1: Planning component
  - Pilot province for PDRRMP planning
  - Pilot LGU in the pilot province for LDRRMP planning
- Output 4: CDBRRM component
  - Pilot testing of the draft CDBRRM standard guideline in community

### Selection Criteria (example, to be discussed and determined)

- Characteristics of disasters
  - Flood, Earthquake...
- Balance of regions
- Social conditions of communities
  - Urban, Rural
  - Same disaster different social condition...
- Collaboration of other JICA's Project

## Preliminary discussion for selecting of Pilot Areas for detailed activities (2/2)

### Selection Timeframe

- Pilot areas will be selected by the 4<sup>th</sup> quarter of 2012
  - August and September:
    - Preliminary discussion on selection criteria
  - Counterpart meeting (September):
    - Determine selection criteria and start discussion on candidate of pilot areas
  - Counterpart meeting (October):
    - Determine final candidate of pilot areas
  - Expanded Counterpart meeting (November)
    - Build consensus on pilot areas
  - 3<sup>rd</sup> JCC meeting (November)
    - Determine and agree on pilot areas

## Schedule of the Project in FY2012 - Milestone Events -

- Joint Coordinating Committee
  - Nov. 14, 2012 (Wed)
  - Feb. 20, 2013 (Wed)
- Counterpart Meeting  
(basically last Tuesday of the Month from 9:30am)
  - Aug 29, Sep 25, Oct 30, Nov. 27 (2012)
  - Jan 29, Feb. 26 (2013)
- Expanded Counterpart Meeting
  - Nov. 6, 2012 (Tue)
  - Feb. 6, 2013 (Wed)
- Seminar
  - Feb. 13, 2013 (Wed)

## Others

- Capacity Assessment
- JCC Members and Counterpart
- JICA Long-term Expert to OCD



Project Name: Disaster Risk Reduction and Management (DRRM) Capacity Enhancement Project  
 Target Area: Philippines  
 Implementing Agency: Office of Civil Defense (OCD)

## Project Design Matrix

Duration: 2012 – 2015 (3 years)  
 Target Group: OCD staff

Version 4.02.0  
 Date: 2014 \*\* August 2012

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<b>Overall Goal</b> DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.	<ul style="list-style-type: none"> <li>Results of DRRM activities conducted by relevant GOP organizations</li> <li>Number of plans and/or standards developed for the implementation of NDRRMP by relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP</li> <li>Activity reports related to NDRRMP</li> <li>Surveys and interviews with relevant GOP organizations</li> </ul>	
<b>Project Purpose</b> Capacity on DRRM of OCD is strengthened	<ul style="list-style-type: none"> <li>Number of DRRM activities conducted by OCD</li> <li>Number of coordination meetings held by OCD with other relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP</li> <li>OCD's Annual Report</li> <li>Project Progress Report</li> <li>Surveys and interviews with relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>Policy direction of GOP on DRRM continues and NDRRMP is legislated.</li> <li>Necessary budget for DRRM activities based on NDRRMP are secured.</li> <li>Relevant GOP organizations conduct appropriate DRRM activities.</li> </ul>
<b>Outputs:</b> 1. Planning and implementing capacity of OCD on DRRM is strengthened	<ul style="list-style-type: none"> <li><del>NDRRMP is reviewed</del></li> <li><del>Suggestions for revisions of NDRRMP</del></li> <li><del>Results/Achievement of the highly prioritized NDRRM activities conducted by OCD based on NDRRMP</del></li> <li>Number of formulated RDRRMPs, PDRRMPs and LDRRMPs</li> <li>Monitoring system</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP, RDRRMP, PDRRMP and LDRRMP</li> <li>Project Progress Report</li> <li>Interviews from relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>Organizations and members which acquired skills from the Project continue to work for DRRM.</li> </ul>
2. DRRM activities including information management are standardized	<ul style="list-style-type: none"> <li><del>Preparation of guidelines/operation manuals of the priority DRRM activities, especially on the activities of information management</del></li> <li>Development of NDRP, operation manuals and information management system</li> <li><del>Integration of existing databases for DRRM</del></li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP and NDRP</li> <li>Guidelines/Operation Manuals</li> <li>Database</li> </ul>	
3. Human resources development plan for DRRM is developed	<ul style="list-style-type: none"> <li><del>Development Formulation of National level concept of human resources development plan on DRRM for relevant GOP organizations</del></li> <li><del>Updated human resources development plan for OCD</del></li> <li>Development of operation plan for DRRM TI</li> <li>Improvement of technical capacity development plan for OCD</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP</li> <li>OCD's Annual Report</li> <li>National level concept on human resources development on DRRM</li> <li>Documents issued by OCD on human resources development</li> </ul>	
4. Supporting system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened	<ul style="list-style-type: none"> <li>Preparation of the guidelines for implementation of CBDRRM activities for communities</li> <li>Preparation of the action plans for OCD to extend implement CBDRRM activities</li> </ul>	<ul style="list-style-type: none"> <li>Guideline of CBDRM</li> <li>CBDRM action plan</li> </ul>	
<b>Activities</b> 1-1 Review and Enhance National Disaster Risk Reduction and Management Plan (hereinafter referred to as "NDRRMP") 1-2 Facilitate the possible legislation process of the draft of NDRRMP plans prepared in the Project for effective implementation 1-3 Implement the highly prioritized activities in the NDRRMP Formulate Regional DRRM Plan (RDRRMP) 1-4 Formulate Provincial DRRMP and LGU DRRMP for the selected province(s) 1-5 Monitor establishment of DRRMO in DRRM related government agencies 2-1 Identify the relevant organizations and their roles in DRRM activities 2-2 Identify the necessary human resources, equipment and facilities for DRRM activities 2-3 Identify priority areas of standardized guidelines and operation manuals 2-4 Prepare the drafts of guidelines and operation manuals on information management and other priority areas Develop National Disaster Response Plan (hereinafter referred to as "NDRP") 2-5 Improve National and Regional operation manual(s) for OCD 2-6 Develop an information management system for DRRM activities 2-6 2-7 Conduct drills based on the draft guidelines NDRP and operation manual(s) 2-7 2-8 Review and revise the guidelines NDRP and operation manual(s) management system	<b>Inputs</b> <b>Japanese side:</b> <ul style="list-style-type: none"> <li>Dispatch of experts</li> <li>Disaster Risk Reduction Management Plan/Team leader</li> <li>Disaster Risk Reduction Management Operation</li> <li>Human Resource Development &amp; Planning</li> <li>Community Based Disaster Risk Management</li> <li>Information Management System</li> <li>Disaster Risk Reduction Management Plan2/Project coordinator</li> <li>Other short-term experts (Development of NDRRMP etc)</li> <li>Machinery and equipment necessary for development of information management system</li> <li>Cost for the implementation of pilot activities</li> <li>Counterpart trainings in Japan</li> </ul>	<b>Philippine side:</b> <ul style="list-style-type: none"> <li>Counterpart personnel</li> <li>Office space and other facilities necessary for project activities</li> <li>Necessary operational expenses for the project activates</li> </ul>	<ul style="list-style-type: none"> <li>Relevant GOP organizations cooperate to the project activities.</li> <li>Communities in the pilot areas accept the project</li> </ul>



<p>3-1 <del>Develop</del> <b>Formulate the national level</b> concept of a human resources development plan (for technical capacity building) on DRRM for relevant <del>GOP organizations</del></p> <p><del>3-2 Improve the human resources development plan for OCD</del></p> <p><del>3-3 Identify the priority programs/training courses for human resources development on DRRM for relevant GOP organizations</del></p> <p><del>3-4 Identify the priority programs/training courses for human resources development for OCD</del></p> <p><del>3-5 Conduct and review the programs/training courses for human resources development on DRRM for relevant GOP organizations</del></p> <p><del>3-6 Conduct and review the programs/training courses for human resources development for OCD</del></p> <p>3-2 Develop operation plan including of structured training program for DRRM TI along with implementation and review of priority programs/training courses.</p> <p>3-3 Improve technical capacity development plan for OCD including implementation and review of priority programs/training courses.</p>			
<p>4-1 Review <del>the</del> previously conducted CBDRRM activities</p> <p>4-2 Prepare <del>the</del> draft guidelines for implementation of CBDRRM activities <del>for communities (the Guidelines for CBDRRM activities)</del></p> <p>4-3 Conduct <del>the</del> pilot CBDRRM activities based on <del>the</del> draft guidelines <del>for CBDRRM activities (draft)</del></p> <p>4-4 <del>Prepare</del> <b>Finalize</b> <del>the</del> guidelines for CBDRRM Activities</p> <p>4-5 Prepare <del>the</del> action plans for OCD to <del>extend</del> <b>implement</b> CBDRRM activities nationwide</p>			<p><u>Pre-conditions</u></p> <ul style="list-style-type: none"> <li>• Counterpart personnel from OCD permanent staffs/officials is assigned</li> </ul>

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## Project Design Matrix

Project Name: Disaster Risk Reduction and Management (DRRM) Capacity Enhancement Project  
 Target Area: Philippines  
 Implementing Agency: Office of Civil Defense (OCD)

Duration: 2012 – 2015 (3 years)  
 Target Group: OCD staff

Version 2.0  
 Date: 17 August 2012

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<b>Overall Goal</b> DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.	<ul style="list-style-type: none"> <li>Results of DRRM activities conducted by relevant GOP organizations</li> <li>Number of plans and/or standards developed for the implementation of NDRRMP by relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP</li> <li>Activity reports related to NDRRMP</li> <li>Surveys and interviews with relevant GOP organizations</li> </ul>	
<b>Project Purpose</b> Capacity on DRRM of OCD is strengthened	<ul style="list-style-type: none"> <li>Number of DRRM activities conducted by OCD</li> <li>Number of coordination meetings held by OCD with other relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP</li> <li>OCD's Annual Report</li> <li>Project Progress Report</li> <li>Surveys and interviews with relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>Policy direction of GOP on DRRM continues and NDRRMP is legislated.</li> <li>Necessary budget for DRRM activities based on NDRRMP are secured.</li> <li>Relevant GOP organizations conduct appropriate DRRM activities.</li> </ul>
<b>Outputs:</b> 1. Planning and implementing capacity of OCD on DRRM is strengthened	<ul style="list-style-type: none"> <li>Suggestions for revisions of NDRRMP</li> <li>Number of formulated RDRRMPs, PDRRMPs and LDRRMPs</li> <li>Monitoring system</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP, RDRRMP, PDRRMP and LDRRMP</li> <li>Project Progress Report</li> <li>Interviews from relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>Organizations and members which acquired skills from the Project continue to work for DRRM.</li> </ul>
2. DRRM activities including information management are standardized	<ul style="list-style-type: none"> <li>Development of NDRP, operation manuals and information management system</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP and NDRP</li> <li>Operation Manuals</li> <li>Database</li> </ul>	
3. Human resources development plan for DRRM is developed	<ul style="list-style-type: none"> <li>Formulation of National level concept of human resources development on DRRM</li> <li>Development of operation plan for DRRM TI</li> <li>Improvement of technical capacity development plan for OCD</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP</li> <li>OCD's Annual Report</li> <li>National level concept on human resources development on DRRM</li> <li>Documents issued by OCD on human resources development</li> </ul>	
4. Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened	<ul style="list-style-type: none"> <li>Preparation of the guidelines for implementation of CBDRRM activities</li> <li>Preparation of the action plans for OCD to implement CBDRRM activities</li> </ul>	<ul style="list-style-type: none"> <li>Guideline of CBDRM</li> <li>CBDRM action plan</li> </ul>	
<b>Activities</b> 1-1 Review and Enhance National Disaster Risk Reduction and Management Plan (hereinafter referred to as "NDRRMP") 1-2 Facilitate the possible sub-national and local level legislation process of plans prepared through the Project for effective implementation 1-3 Formulate Regional DRRM Plan (RDRRMP) 1-4 Formulate Provincial DRRMP and LGU DRRMP for selected province(s) 1-5 Guide DRRM related government agencies in establishment of DRRMO 2-1 Identify the relevant organizations and their roles in DRRM activities 2-2 Identify the necessary human resources, equipment and facilities for DRRM activities 2-3 Identify priority areas of standardized guidelines and operation manuals 2-4 Develop National Disaster Response Plan (hereinafter referred to as "NDRP") 2-5 Improve National and Regional operation manual(s) for OCD 2-6 Develop information management system for DRRM activities 2-7 Conduct drills based on NDRP and operation manual(s) 2-8 Review and revise NDRP and operation manual(s) 3-1 Formulate national level concept of human resources development (for technical capacity building) on DRRM 3-2 Develop operation plan including structured training program for DRRM TI along with implementation and review of priority programs/training courses. 3-3 Improve technical capacity development plan for OCD including implementation and review of priority programs/training courses. 4-1 Review previously conducted CBDRRM activities 4-2 Prepare draft guidelines for implementation of CBDRRM activities 4-3 Conduct pilot CBDRRM activities based on draft guidelines 4-4 Finalize guidelines for CBDRRM Activities 4-5 Prepare action plans to implement CBDRRM activities nationwide	<b>Inputs</b> <b>Japanese side:</b> <ul style="list-style-type: none"> <li>Dispatch of experts</li> <li>Disaster Risk Reduction Management Plan/Team leader</li> <li>Disaster Risk Reduction Management Operation</li> <li>Human Resource Development &amp; Planning</li> <li>Community Based Disaster Risk Management</li> <li>Information Management System</li> <li>Disaster Risk Reduction Management Plan/Project coordinator</li> <li>Other short-term experts (Development of NDRRMP etc)</li> <li>Machinery and equipment necessary for development of information management system</li> <li>Cost for the implementation of pilot activities</li> <li>Counterpart trainings in Japan</li> </ul>	<b>Philippine side:</b> <ul style="list-style-type: none"> <li>Counterpart personnel</li> <li>Office space and other facilities necessary for project activities</li> <li>Necessary operational expenses for the project activates</li> </ul>	<ul style="list-style-type: none"> <li>Relevant GOP organizations cooperate to the project activities.</li> <li>Communities in the pilot areas accept the project</li> </ul>
			<b>Pre-conditions</b> <ul style="list-style-type: none"> <li>Counterpart personnel from OCD permanent staffs/officials is assigned</li> </ul>



Milestone events of DRRM CEP for FY2012

**Schedule of the Project in FY2012**  
**- Milestone Events -**

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- **Joint Coordinating Committee**
  - Nov. 14, 2012 (Wed)
  - Feb. 20, 2013 (Wed)
- **Counterpart Meeting**  
(basically last Tuesday of the Month from 9:30am)
  - Aug 29, Sep 25, Oct 30, Nov. 27 (2012)
  - Jan 29, Feb. 26 (2013)
- **Expanded Counterpart Meeting**
  - Nov. 6, 2012 (Tue)
  - Feb. 6, 2013 (Wed)
- **Seminar**
  - Feb. 13, 2013 (Wed)

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 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)  JICA

(copy from the presentation of JCC)

Minutes of Meeting  
between  
Office of Civil Defense  
and  
Japan International Cooperation Agency  
on  
The 3<sup>rd</sup> Joint Coordinating Committee Meeting  
for  
The Disaster Risk Reduction and Management  
Capacity Enhancement Project

Manila, 17 November 2012

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Undersecretary Benito T. Ramos  
Executive Director, National Disaster  
Risk Reduction and Management Council  
(NDRRMC)  
Administrator, Office of Civil Defense  
(OCD)

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Dr. Ryo Matsumaru  
Team Leader, JICA Expert Team  
for the Disaster Risk Reduction and  
Capacity Enhancement Project  
Japan International Cooperation Agency

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Witnessed by  
Mr. Shiro Nakasone  
Director, Disaster Management Division 1,  
Japan International Cooperation Agency

In accordance with the Minutes of Meeting and Record of Discussion for “The Disaster Risk Reduction and Management Capacity Enhancement Project” (hereinafter referred to as “the Project”) agreed upon between Office of Civil Defense (hereinafter referred to as “OCD”), and Japan International Cooperation Agency (hereinafter referred to as “JICA”) on 28 October 2011, OCD and JICA Project Expert Team headed by Dr. Ryo Matsumaru have formed groups which are corresponding to the Project activities agreed upon in the 2<sup>nd</sup> JCC Meeting held on 3 August, 2012 and those groups are currently implementing the Project.

On 14 November, 2012, the 3<sup>rd</sup> JCC meeting chaired by Undersecretary Benito T. Ramos, Executive Director of National Disaster Risk Reduction and Management Council (hereinafter referred to as “NDRRMC”) and Administrator of OCD, was held with the participation of the JCC members. The list of the participants is shown in Appendix 1.

The main objectives of the 3<sup>rd</sup> JCC meeting were to share the progress of the Project and to get guidance for further Project implementation by exchanging ideas from various stakeholders, and also to get agreement on the proposal on Information Management System (IMS) for OCD that will be developed by the Project under the Operations component and Pilot Area(s) for the CBDRRM component for checking the applicability of the guideline.

After the opening address by Undersecretary Benito T. Ramos and Mr. Shiro Nakasone, Director of Disaster Management Division 1, JICA Headquarters, the DRRM CEP Team (OCD counterparts and JICA Project Experts) presented the progress and future plan of the Project activities, and the proposals on the IMS and the CBDRRM guideline pilot testing (Appendix 2: Handout of the presentation).

Main points of comments and discussions are summarized as following.

## **1. Progress of the Project**

### **1.1 Planning Component**

Usec. Ramos mentioned that the RA 10121 doesn't mandate the RDRRMCs to develop RDRRMP. However, since the local offices are mandated to have a DRRM plan, the regional office as the higher body should have RDRRMP given their peculiarities, and the efforts in the Project are highly welcomed.

Regarding the monitoring of establishment of DRRMO in National Government Agencies (NGAs), NEDA raised an issue that the office is useful for those agencies in the frontline or those that directly respond to disasters, however, non-frontline agencies like NEDA, for practicality, just designate a focal person.

DRRM CEP team replied that the classification of relevant agencies by considering the need and relevance to establish their DRRMO is being conducted and agencies will be prioritized based on the classification. The result will be shared to the NDRRMC member agencies when the work is completed.

## **1.2 Operations Component**

DILG mentioned that the participation of different leagues should be considered in the workshop to be held on Nov. 21 and 22, 2012.

JICA Project Expert Team replied that DSWD, OCD and JICA Project Experts, decided to start a discussion with DepEd, DILG, DOH and OCD considering the identified priority areas of the NDRP. However, participation of other relevant organizations to the discussion of the NDRP development will be considered after initial and series of discussion has progressed. In addition, the NDRP development activity is being done in collaboration with UN OCHA.

## **1.3 Discussion on Output 3 (Human Resources Development (HRD) Component)**

The participants of the meeting basically agreed on the proposal and the JCC allow proceeding for further discussion and consideration of HRD concept.

## **1.4 Community based Disaster Risk Reduction and Management Component**

ULAP suggested that involvement of CSOs in the implementation of CBDRRM activities is very much important and it is strongly recommended. ULAP also shared an example of CBDRRM activities involving CSOs.

DRRM CEP team expressed an appreciation to the suggestion and sharing of the effort and added that the involvement of CSOs in the CBDRRM implementing process is already considered in the proposed dissemination process since a strong support of government offices and CSOs especially at the grassroots level is essential to reach the benefit of guideline to BDC/BDRRMC officers.

## **2. Development of Information Management System**

JICA Project Expert Team proposed the IMS development as shown on the slide no.49 in Appendix 2, and Step 1 and 2 of IMS development will be support by the DRRM CEP. The Team added that the details and specifications will be discussed and determined after the approval of the JCC members.

The participants of the meeting basically agreed on the proposal and the JCC allowed the DRRM CEP team to proceed for further discussions of the IMS development.

## **3. Selection of Pilot Areas for verification of the CBDRRM guideline**

For determining of the pilot areas for verification of the CBDRRM guideline, Dr. Matsumaru explained the point of discussion using the slide no. 93 in Appendix 2.

Pilot testing of the CBDRRM guideline starting with one region with flood prone area (e.g. Region III) was discussed and this was basically agreed. However, discussions on the details of pilot testing method could not be concluded in the JCC meeting.

Therefore, DRRM CEP Team and JICA confirmed to continue the discussion on the selection of pilot areas and a method of pilot testing for the CBDRRM Guideline.

## **4. Schedule of the Project in FY2012**

The schedule of key events, such as JCC, Counterpart Meeting, and Seminar, was proposed by JICA Project Expert on page 97 in Appendix 2 and it was agreed by the JCC members in general.

Following the schedule, the next JCC meeting will be held on 19 February 2013.

## **List of Participants**

### **Philippine Side**

#### **Office of Civil Defense (OCD)**

Usec. Benito T. Ramos	Executive Director, NDRRMC / Administrator, OCD
Crispina B. Abat	Chief, Administrative Division
Concepcion R. Ornopia	Finance Division
Susana M. Cruz	Chief, Operations Division
Lenie Alegre	Chief, Plans and Program Division
Madonna Lyn Marquez	Pers Sec-AFP
Rona C Delos Santos	Training Division
Raquel G. de Leon	Planning and Management Division
Shereen Y. Lucas	Training Division
Sonny Patron	Operations Division
Lloyd M. Antiporda	Operations Division

#### **Department of Internal Local Government (DILG)**

Thelma Abdulrahman	Bureau of Local Government Development
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#### **National Economic Development Authority (NEDA)**

Kristine Villarino	Regional Development Coordination Staff
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#### **League of Provinces of the Philippines (LPP)**

Dennis F. Bernabe	Policy Officer
Alvidon Asis	Program Officer for Environment

#### **League of Municipalities of the Philippines (LMP)**

Raifel Ruth M.	Plans & Program Officer
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#### **Union of Local Authorities of the Philippines (ULAP)**

Patricio de Quiros	Head, Finance & Administration
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**Japan Side****Embassy of Japan**

Akio Yonezawa                      2nd Secretary

**JICA Headquarters**

Shiro Nakasone                      Director, Disaster Management Division 1  
Naoya Orita                          Southeast Asia and Pacific Department

**JICA Philippines Office**

Sachiko Takeda                      Senior Representative  
Hayato Nakamura                      Project Formulation Advisor  
Catherine M. Palanca                      Program Officer

**JICA**

Takaaki Kusakabe                      Policy Adviser

**Expert Team**

Ryo Matsumaru	Team Leader / Disaster Risk Reduction and Management Planning
Kazuto Suzuki	Disaster Risk Reduction and Management Operation (2)
Miki Kodama	Human Resources Development and Planning (1)
Yoko Nomura	Community Based Disaster Risk Reduction and Management
Masato Fujimoto	Project Coordinator / Disaster Risk Reduction and Management Planning (2)
Jocelyn A. Mendoza	Local staff / Human Resources Development and Planning
Jesusa Grace Molina	Local staff / Community Based Disaster Risk Reduction and Management
Geraldine Morata Santos	Local staff / Disaster Risk Reduction and Management Operation



### 3<sup>rd</sup> Joint Coordinating Committee Meeting

- Opening Address (10:00 – 10:20)  
Undersecretary Benito T. Ramos,  
Executive Director, NDRRMC and Administrator, OCD  
Mr. Shiro Nakasone,  
Director, JICA Headquarters
- Progress of the Project: Report and Discussion (10:20 – 11:40)
  - Project Outline and Overall Progress
  - Planning Component
  - Operations Component
  - Human Resources Development Component
  - Community Based DRRM Component
  - Other matters
- Schedule of Key Events and Meetings (11:40 – 11:50)
- Closing Address and Vote of Thanks (11:50 – 12:00)

November 14, 2012  
NDRRMC Conference Room

2

### Opening Address

- Undersecretary Benito T. Ramos  
*Executive Director, NDRRMC and Administrator, OCD*
- Mr. Shiro Nakasone  
*Director, Disaster Management Division (1),  
Global Environment Department, JICA Headquarters*

3

### Progress of the Project: Report and Discussion

1. *Project Outline and Summary of Progress*
2. *Planning Component*
3. *Operations Component*
4. *Human Resources Development Component*
5. *Community Based DRRM Component*
6. *Other matters*

4

### 1. Project Outline and Summary of Progress

## Project Outline: DRRM CEP

5

**Implementing agency**  
**Office of Civil Defense (OCD)**

**Project Period**  
**3 years**  
**Mar. 2012 – Mar. 2015**

### Overall Goal

DRRM activities conducted by organizations of the Government of the Philippines are improved.

### Project Purpose

"Capacity on DRRM of OCD is strengthened."

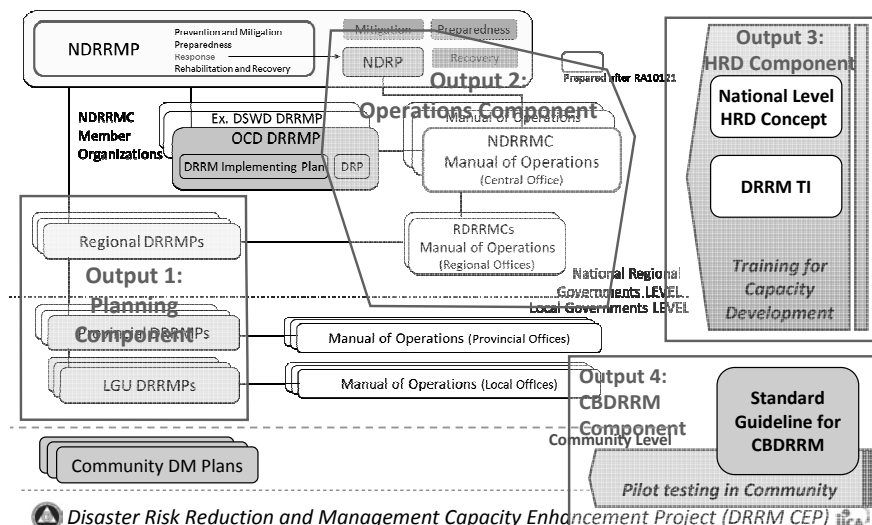
### Output

- Output 1: Planning and implementing capacity of OCD on DRRM is strengthened. - Planning Component -
- Output 2: DRRM activities including information management are standardized. - Operations Component -
- Output 3: Human resources development plan (HRDP) for DRRM is developed. - HRD Component -
- Output 4: Supporting system to Community Based Disaster Risk Management (CBDRM) is strengthened. - CBDRM Component -

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Relationship between Disaster Management Planning System in Philippines and DRRM CEP

6



## Objective of the 3<sup>rd</sup> JCC Meeting

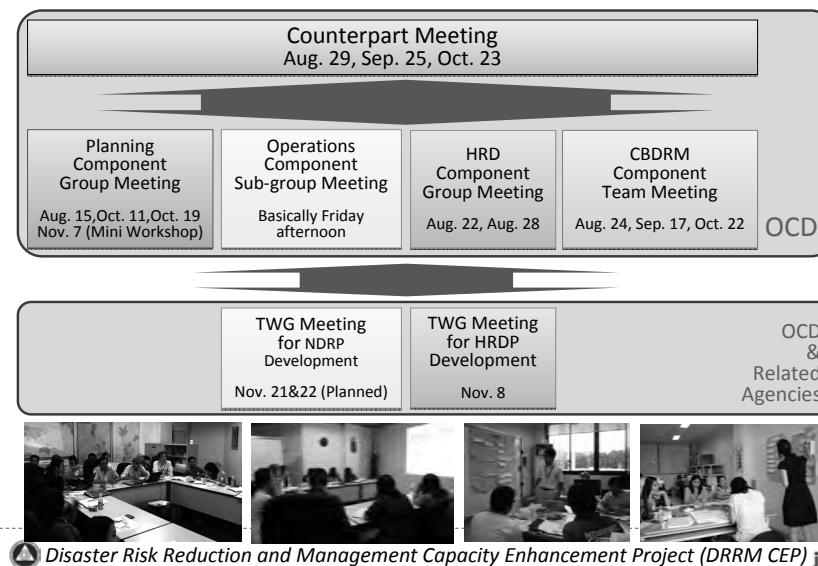
7

- To share the progress of the Project
- To get guidance for further Project implementation by exchanging ideas from various viewpoints, and
- To agree on the following proposal:
  - IMS system for OCD that will be developed in the Project in the Operations component
  - Pilot area for the CBDRM component for checking the applicability of the guideline

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Major Activities after the 2<sup>nd</sup> JCC meeting

8



## Summary of Progress: Planning Component

Main Activity	Progress and Plans	Issues
1-1 Development of RDRRMP	<ul style="list-style-type: none"> <li>Initial workshop to build a RDRRMP concept was organized. (Nov. 7 2013)</li> <li>Regional director's meeting will be held. (Dec. 13, 2012)</li> <li>Consultation meeting on RDRRMP concept will be organized. (1<sup>st</sup> Q, 2013)</li> <li>RDRRMP template will be prepared. (1<sup>st</sup> Q 2013)</li> </ul>	<ul style="list-style-type: none"> <li>Time constraint of OCD staff to consider RDRRMP and organize meetings.</li> </ul>
1-2 Monitoring of DRRMO establishment in DRRM related NGAs	<ul style="list-style-type: none"> <li>Idea of monitoring item and method was discussed</li> <li>Requirements of DRRMO in related NGAs will be prepared (1<sup>st</sup> Q, 2013)</li> <li>Explanation meeting to related NGAs will be held. (1<sup>st</sup> Q, 2013)</li> </ul>	<ul style="list-style-type: none"> <li>Time constraint of OCD staff to consider RDRRMP and organize meetings.</li> </ul>
1-3 Development of PDRRMP and LGU DRRMP for pilot Area	<ul style="list-style-type: none"> <li>Next Year (after 2<sup>nd</sup> Q, 2013)</li> </ul>	
1-4 Review of NDRRMP	<ul style="list-style-type: none"> <li>Next Year</li> </ul>	

## Summary of Progress: Operations Component

### 2-1.NDRP Development

Activity	Progress and Plans	Issues
2-1-1 Identify priority areas of standardized guidelines and operation manuals	<ul style="list-style-type: none"> <li>"NDRP Development" is selected as a priority area.</li> </ul>	<ul style="list-style-type: none"> <li>Coordination with the supports by UN-OCHA</li> </ul>
2-1-2 Discussion on NDRP structure and template	<ul style="list-style-type: none"> <li>Draft Templates for Areas (Activities) are confirmed with OCD Operations Division.</li> </ul>	<ul style="list-style-type: none"> <li>Holding First Workshop with related agencies</li> </ul>
2-1-3 Development and approval of NDRP template	<ul style="list-style-type: none"> <li>Health/Medical Care, Logistic/Transportation, Information/Communication and MDM are being prepared.</li> </ul>	<ul style="list-style-type: none"> <li>Holding First Workshop with related agencies</li> </ul>
2-1-4 Improve National and Regional operation manual(s) for OCD	<ul style="list-style-type: none"> <li>Next Year</li> </ul>	

## Summary of Progress: Operations Component

### 2-2.IMS Development

Activity	Progress and Plans	Issues
2-2-1 Discussion and analysis of Information Management System (IMS)	<ul style="list-style-type: none"> <li>The necessity of development of IMS is confirmed.</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of Training Programs.</li> </ul>
2-2-2 Discussion on IMS pilot testing	<ul style="list-style-type: none"> <li>The activities in next year are being discussed with NDRRMC-OpCen and Operations Division</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of Training Programs.</li> </ul>
2-2-3 Development and operation of IMS pilot testing	<ul style="list-style-type: none"> <li>Next Year</li> </ul>	

## Summary of Progress: HRD Component

Activity	Progress and plans	Issues
3-1 Formulation of Human Resource Development (HRD) Concept on DRRM	<ul style="list-style-type: none"> <li>Establishment of Technical Working Group (TWG) on Drafting of National Concept of HRD on DRRM in the Philippines</li> <li>Initiated discussion in the 1<sup>st</sup> TWG on 8 November</li> <li>2<sup>nd</sup> TWG meeting (Feb. 2013)</li> </ul>	-
3-2 Development of operation plan of DRRM Training Institute (TI) in the Philippines	<ul style="list-style-type: none"> <li>Started initial consultation meeting on 9 November</li> <li>Review of the training module developed by TWG</li> <li>Consultation on priority trainings (by Feb. 2013)</li> </ul>	<ul style="list-style-type: none"> <li>Support of development of training module by the TWG is required for further advancement of the initiative</li> </ul>
3-3 Improvement of technical capacity development plan for OCD	<ul style="list-style-type: none"> <li>Conducted meetings for the program coordination of staff capacity enhancement trainings</li> <li>Draft concept of priority trainings will be developed. (by Feb. 2013)</li> </ul>	-

## Summary of Progress: CBDRRM Component

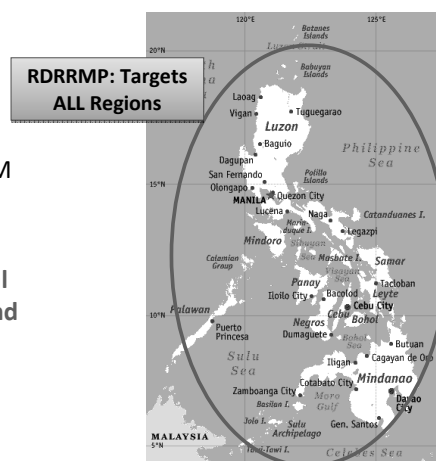
Activity	Progress and Plans	Issues
4-1 Review previously conducted CBDRRM activities	<ul style="list-style-type: none"> <li>Conducted Interviews and collected materials (Aug 2012)</li> </ul>	-
4-2 <b>Prepare draft guidelines for implementation of CBDRRM activities</b>	<ul style="list-style-type: none"> <li>Conducted Preliminary Workshop for developing the outline of guidelines (Aug 2012)</li> <li>Drafting guidelines (Continue)</li> <li>Finalize the draft guideline (March 2013)</li> </ul>	<ul style="list-style-type: none"> <li>Consultation workshop should be held by March 2013 for finalizing the draft guideline</li> </ul>
4-3 Conduct pilot CBDRRM activities based on draft guidelines	<ul style="list-style-type: none"> <li>Identified the criteria for the selection of pilot areas (Oct 2012)</li> <li>Developed the structure of pilot testing (Oct 2012)</li> <li>Selected the proposed pilot areas in regional level (Oct 2012)</li> <li>Select the pilot areas in barangay level (Year 2013)</li> <li>Conduct Pilot CBDRRM activities at the selected areas (Year 2013-2014)</li> </ul>	<ul style="list-style-type: none"> <li>Pilot areas in Regional level shall be approved by 3<sup>rd</sup> JCC meeting</li> </ul>
4-4 Finalize guidelines for CBDRRM Activities	Year 2014 to 2015	-
4-5 Prepare action plans to implement CBDRRM activities nationwide	Year 2014	-

## 2. Planning Component

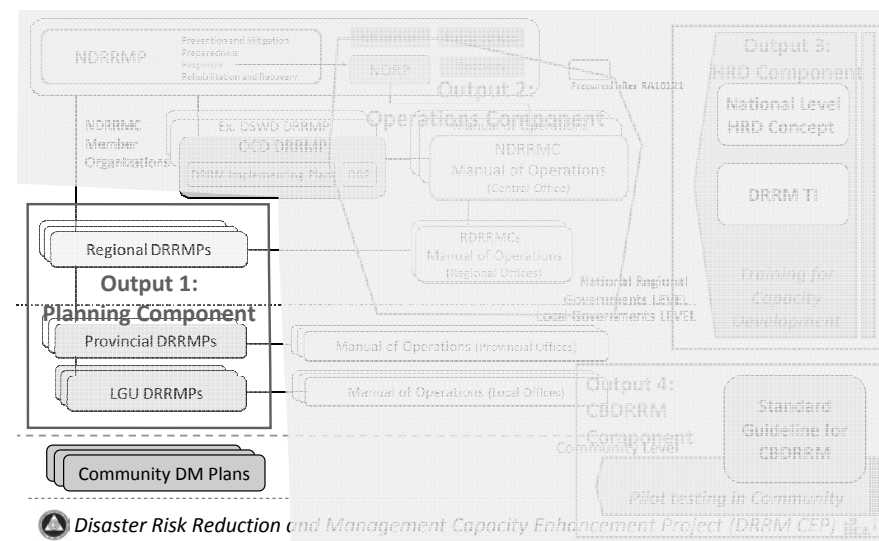
## Activities of Planning Component (1/2)

### Activities

- 1-1 Development of Regional DRRM Plan
- 1-2 Monitoring of establishment of DRRMO in DRRM related government agencies
- 1-3 Development of Provincial DRRM Plan for pilot provinces, and LGU DRRM Plan for pilot LGUs in the pilot provinces
- 1-4 Review of NDRRMP



## Relationship between Disaster Management Planning System in Philippines and DRRM CEP





## Mini workshop RDRRMP concept development

- Participants:
  - OCDA
  - Officers from OCD Planning Division
  - Officers from OCD Operations Division
  - Regional Directors and Officers from:
    - CAR
    - Region III
    - Region IV-A
    - Region VI-B
    - Region VI
    - Region XII
    - Region NCR
  - DepED Reion IV-B
- Discussed Items
  - Purpose
  - Target user
  - Standard structure and contents



## Draft of Standard Structure of RDRRMP

*RDRRMP is Regional Specific DRRMP reflecting regional disaster characteristics*

### Purposes

- Reference and guide for DRRM stakeholders and practitioners for effective collaboration, coordination and support
- commitment among RDRRMC members
- Guide for LGU DRRM Planning

### **Part 0: Executive Summary**

#### **Part I: Introduction**

- 1 Background and Composition of RDRRMP
- 2 Regional Risk Profile
  - a Natural and Geographic Conditions
  - b Social and Economic Conditions
  - c Major Hazard and Summary of Hazard prone areas
  - d Experience of Major Disasters
  - e Disaster Characteristics in the Region
- 3 Challenges

#### **Part II: RDRRMP**

- 1 General
  - a Vision
  - b RDRRMC: Functions, members, role and responsibility
- 2 Four Thematic areas
  - a Mitigation Prevention
  - b Preparedness
  - c Response
  - d Rehab. recovery
- 3 Priority Projects
- 4 Monitoring and Evaluation of programs and projects

#### **Part III: Annex**

## 2. Planning Component

*Activity 1-2 Monitoring of establishment of DRRMO in DRRM related government agencies*

## Monitoring of DRRMO Establishment (1/2)

- Information related to DRRMO in related NGAs
  - Focal person: All NDRRMC members agencies appointed.
  - DRRMO (or equivalent): DepED, DSWD(DROMIC), PAGASA+PHIVOLCS, DOH
- Meetings for monitoring DRRMO establishment
  - DRRMO monitoring team (OCD Planning Div. + JICA Experts) Aug. 15, Oct. 11
- Monitoring Sheet for DRRMO establishment

	Name of Agency	Status in NDRRMC	DRRMO Establishment				Contact	
			Necessity of DRRMO Establishment (Y/N)	Department Order for DRRMO Est. (Date)	Organizational Structure	Allocated Staff	Budget	Name of Focal Person Contact of Focal Person
1	DND	Chair	Y					
2	DILG	Vice Chair: Disaster Preparedness	Y					
3	DSWD	Vice Chair: Disaster Response	Y					
4	DOST	Vice Chair: Disaster Prevention and Mitigation	Y					
5	NEDA	Vice Chair: Disaster Rehabilitation and Recovery	Y					
6	DOH	Member	Y					
7	DENR	Member	Y					
8	DA	Member	Y					
9	DepEd	Member	Y					
10	DOE	Member	Y					
11	DOF	Member	Y					
12	DTI	Member	Y					
13	DOTC	Member	Y					
14	DBM	Member	Y					
15	DPWH	Member	Y					
16	DFA	Member	Y					
17	DOJ	Member	Y					
18	DOLE	Member	Y					
19	DOT	Member	Y					
20	Executive Secretary	Member	N					
21	OPAPP	Member	Y					
22	CHED	Member	Y					
23	AFP	Member	Y					
24	PNP	Member	Y					
25	Press Secretary	Member	N					
26	PRC	Member	Y					

## Further plan: Planning Component

- Plan for 1<sup>st</sup> Year (until Mar. 2013)
  - Dec 13, 2012: Organize Regional directors meeting to finalize concept of RDRRMP
  - By Mar 2013: Draft RDRRMP template with consultation of NDRRMC members
- Plan for 2<sup>nd</sup> and 3<sup>rd</sup> Year
  - Draft RDRRMP by RD's initiative
  - Start discussion PDRRMP and LGU DRRMP

## Q and A

## 3. Operations Component



## Activities for Operations Component

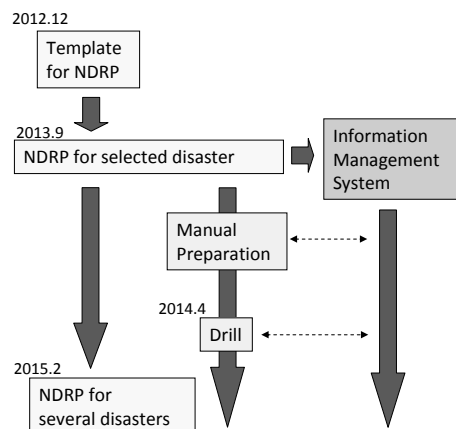
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### Activities

- 2-1 Development of **NDRP**
- 2-2 Development of **Information Management System (IMS)**

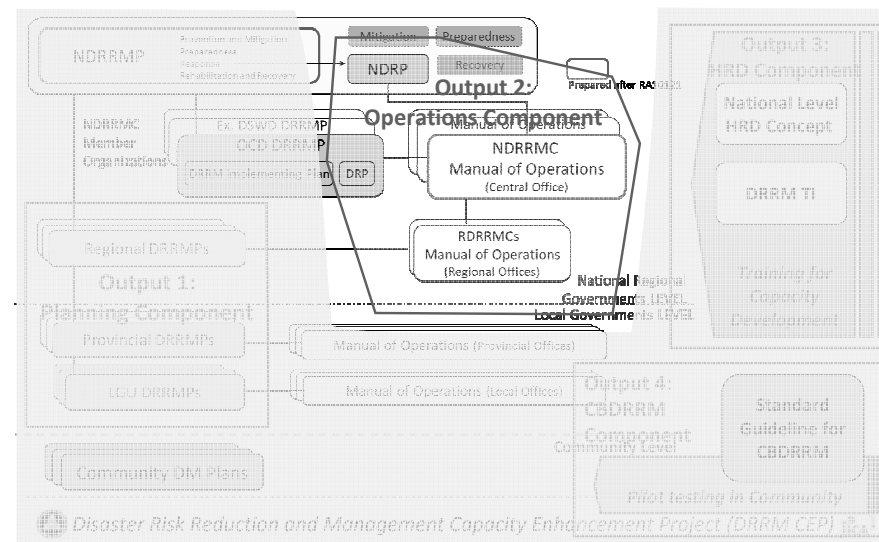
#### Activities for next year

- Improvement of **National and Regional level operation manual(s) for OCD**
- Implementation of exercise based on the NDRP and Manual(s)
- Review and finalize NDRP and Manual



## Relationship between Disaster Management Planning System in Philippines and DRRM CEP

30



## Officers and Experts in Charge: Operations Component

31

- Responsible officers of OCD and JICA Experts

	OCD Officers in Charge	JICA Experts
NDRP Development	<u>NDRRM-OpCen</u> Dir. Edgardo J. Ollet, MNSA, Engr. Florentino Sison <u>Operations Division</u> Dir. Susana M. Cruz, Ms. Amor B. Rosana, Ms. Jacqueline Manara	Mr. Uchikura Mr. Suzuki Mr. Iida
IMS Development	<u>NDRRM-OpCen</u> Dir. Edgardo J. Ollet, MNSA, Engr. Florentino Sison, Kelvin Opreco <u>Operations Division</u> Dir. Susana M. Cruz, Ms. Amor B. Rosana, Ms. Jacqueline Manara	Mr. Uchikura Mr. Suzuki Mr. Furuta

- Main Related Organizations  
DSWD, DOH, DILG and DepEd for NDRP  
DSWD, DOH, PAGASA, PHIVOLCS, NAMRIA for IMS (w/ related agencies)

- Collaborative Agency for NDRP: UN-OCHA

## 3. Operations Component

### Activity 2-1 NDRP DEVELOPMENT

32

## NDRP DEVELOPMENT

33

### Why is “NDRP” necessary?

#### • NDRRMP

- Development of the following Plans as One of Priority Activities:

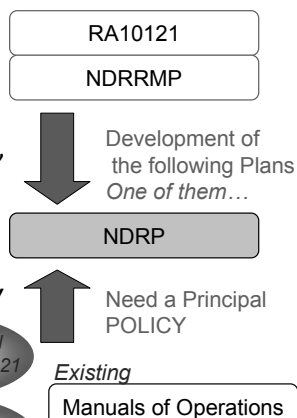
**NDRP** (including a system for Search, Rescue and Retrieval SRR; scenario-based preparedness and response plans)

#### • Operation Manuals need a POLICY

- Why should you do it?
- For/with Whom?
- For What?

We use general policies of RA10121

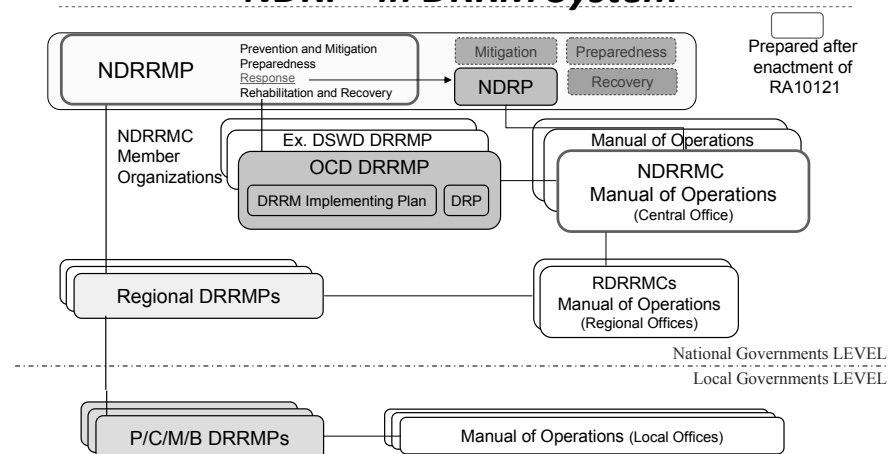
We still follow some policies under PD1566



## NDRP DEVELOPMENT

34

### “NDRP” in DRRM System



## NDRP DEVELOPMENT

35

### Activities to be defined/specified in “NDRP”

1. “Role and Responsibility of each organization” shall be clarified to take quick and proper actions when the disaster occurs (“now”).
2. “Which/How organization does it with which organization” shall be clarified.
3. The contents of NDRP shall be harmonized with the contents of NDRRMP and NDRRMC OpCen Manual of Operations.

## NDRP DEVELOPMENT

36

### Necessity of definition of “Role and Responsibility” in “NDRP” Why need it?

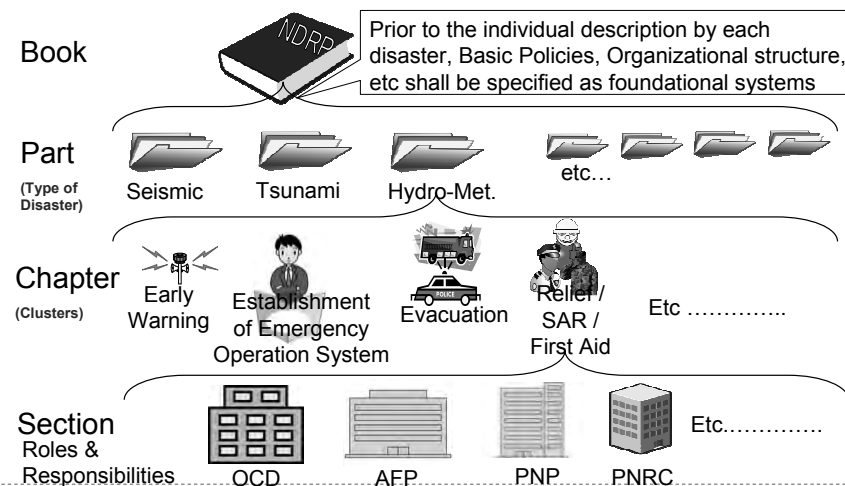
If the roles and responsibilities is clearly defined,,,

1. Practicability to achieve/conduct necessary targets/activities can be confirmed.
  - To define the role and responsibility of each organization is the first step to implement NDRRMP.
2. Activities can be implemented responsibly.
  - Disaster response has to be conducted definitely.
  - Roles and responsibilities generate smooth coordination.
  - Activities necessary to be cooperated by related organizations will be clarified by defining role and responsibility.
3. Smooth and prompt disaster responses can be realized.
  - Available resources can be utilized at the maximum.

# **What are Concepts for Preparation of the “NDRP”?**

1. Easy to MAKE
  - Developing/revising the NDRP (System) without overdoing.
  - Involving Related Agencies in the process of creating of the NDRP.
  - Setup of the creating process/organization (e.g. workshops).
2. Easy to USE
  - Easily consulting the NDRP (system) for roles & responsibilities of each agency.
  - Therefore, Preparing understandable templates.
3. Easy to CONTINUE/UPDATE
  - Securing periodical updated and reviewed activities based on lessons learned.
  - Easily Acquiring knowledge of policies, concepts, procedures of review, etc.
  - Considering utilization of DRRM TI for NDRP training to be programmed.
4. Accord/Harmonization with the NDRRMP
  - Scenario Based, Parts per each type of Disasters, Chapters per each activities.

# **Image of the “NDRP” based on Concepts - (1/3)**



# **Image of the “NDRP” based on Concepts - (2/3)**

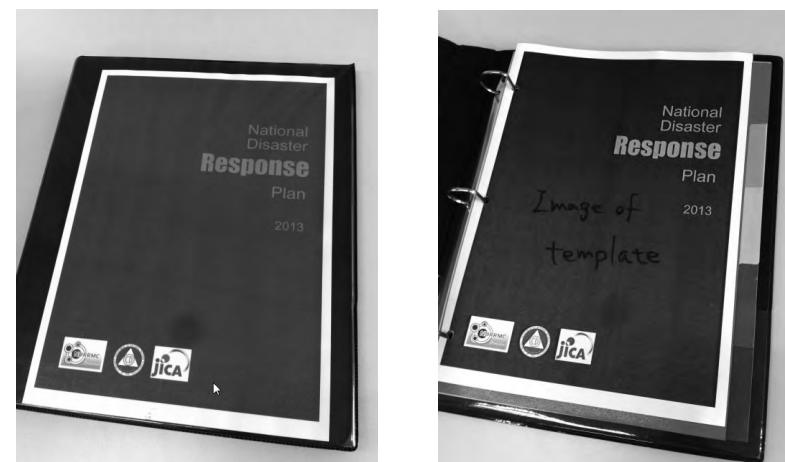
★What size is easy to use?  
(A4 or Letter size?)

PART  
(Types of Disasters)

Chapter  
(Activities/Clusters)

		A1	EW
		A2	EOS
		A3	Evacuation
I	Seismic	B1	SRR
II	Tsunami	B2	H/S
		B3	Camp
		B4	MDM
III	Hydro-Meteorological	B5	IRA
IV	Volcanic		
	...		

# **Image of the “NDRP” based on Concepts - (3/3)**



### What types of Disasters to be considered in the NDRP?

- I. Seismic Hazards
- II. Tsunami Hazards
- III. **Hydro-Meteorological Hazards**
- IV. Volcanic Hazards
- V. Fire Hazards
- VI. Maritime Hazards
- VII. Transportation Hazards
- VIII. Pollution Hazards
- IX. Civil Disturbance and Armed Conflict
- X. Drought and Pest Infestation Hazards
- XI. Epidemic Outbreak (Pandemic)
- XII. Power Interruptions
- XIII. Others (Nuclear Hazard, etc.)

Selected for the Preparation of the NDRP Several Templates (by the End of 2012)

- Extract disaster type for using in the NDRP with reference to the existing OpCen Manual and BDMP(Japan).

### Activities to be defined in the NDRP – (1/2)

- Extract activities/clusters for using in the NDRP with reference to the existing disaster response plans, PDNAs, UN's policy and Harmonization with NDRRMP.

#### [A] Pre-Disaster

- A1 : Early Warnings
- A2 : Prepositioning of Response
- A3 : Evacuation

#### [B] During-Disaster

- B1 : Relief / SAR / First Aid
- B2 : Health/Sanitary (incl. WASH)
- B3 : Camp/Shelter/Evacuation Center O&M
- B4 : MDM
- B5 : Initial Rapid Assessment

Selected for the Preparation of the NDRP Templates (by the End of 2012)

### Activities to be defined in the NDRP – (2/2)

#### [C] Post-Disaster

- C1 : Conservation of Social Order
- C2 : Emergency Infra Restoration
- C3 : Funds (QRF, etc.) Release and Management
- C4 : Donation and Volunteer
- C5 : PDNA

#### [D] All Phases

- D1 : Logistic and Transportation Mgt.,
- D2 : Information Collection/Sharing and Communication System
- D3 : Budgetary and Financial Support System

#### [E] Others

- E1 : Premises

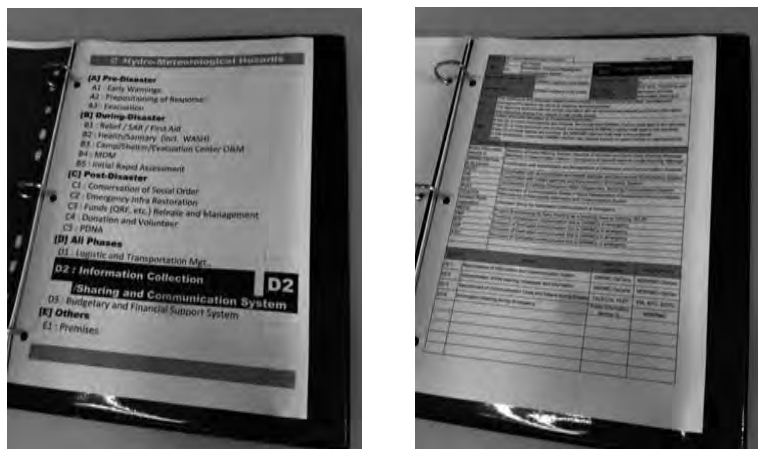
Selected for the Preparation of the NDRP Templates (by the End of 2012)

### Proposed Templates for the NDRP - (1/2)

III: Hydro-Meteorological Hazards			
PART 1: Hydro-Meteorological Hazards		Effective Date: 10/27/12	
Section	Policy / Role / Scenario	Policy / Role / Scenario	Policy / Role / Scenario
D2-1	Maintenance of Information and Communication System	D2-2	Dissemination of the warning messages and information
D2-3	Dissemination of the warning messages and information	D2-4	Dissemination of the warning messages and information
D2-5	Dissemination of the warning messages and information	D2-6	Dissemination of the warning messages and information
D2-7	Dissemination of the warning messages and information	D2-8	Dissemination of the warning messages and information
D2-9	Dissemination of the warning messages and information	D2-10	Dissemination of the warning messages and information
D2-11	Dissemination of the warning messages and information	D2-12	Dissemination of the warning messages and information
D2-13	Dissemination of the warning messages and information	D2-14	Dissemination of the warning messages and information
D2-15	Dissemination of the warning messages and information	D2-16	Dissemination of the warning messages and information
D2-17	Dissemination of the warning messages and information	D2-18	Dissemination of the warning messages and information
D2-19	Dissemination of the warning messages and information	D2-20	Dissemination of the warning messages and information
D2-21	Dissemination of the warning messages and information	D2-22	Dissemination of the warning messages and information
D2-23	Dissemination of the warning messages and information	D2-24	Dissemination of the warning messages and information
D2-25	Dissemination of the warning messages and information	D2-26	Dissemination of the warning messages and information
D2-27	Dissemination of the warning messages and information	D2-28	Dissemination of the warning messages and information
D2-29	Dissemination of the warning messages and information	D2-30	Dissemination of the warning messages and information
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D2-33	Dissemination of the warning messages and information	D2-34	Dissemination of the warning messages and information
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D2-41	Dissemination of the warning messages and information	D2-42	Dissemination of the warning messages and information
D2-43	Dissemination of the warning messages and information	D2-44	Dissemination of the warning messages and information
D2-45	Dissemination of the warning messages and information	D2-46	Dissemination of the warning messages and information
D2-47	Dissemination of the warning messages and information	D2-48	Dissemination of the warning messages and information
D2-49	Dissemination of the warning messages and information	D2-50	Dissemination of the warning messages and information
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D2-53	Dissemination of the warning messages and information	D2-54	Dissemination of the warning messages and information
D2-55	Dissemination of the warning messages and information	D2-56	Dissemination of the warning messages and information
D2-57	Dissemination of the warning messages and information	D2-58	Dissemination of the warning messages and information
D2-59	Dissemination of the warning messages and information	D2-60	Dissemination of the warning messages and information
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D2-75	Dissemination of the warning messages and information	D2-76	Dissemination of the warning messages and information
D2-77	Dissemination of the warning messages and information	D2-78	Dissemination of the warning messages and information
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D2-89	Dissemination of the warning messages and information	D2-90	Dissemination of the warning messages and information
D2-91	Dissemination of the warning messages and information	D2-92	Dissemination of the warning messages and information
D2-93	Dissemination of the warning messages and information	D2-94	Dissemination of the warning messages and information
D2-95	Dissemination of the warning messages and information	D2-96	Dissemination of the warning messages and information
D2-97	Dissemination of the warning messages and information	D2-98	Dissemination of the warning messages and information
D2-99	Dissemination of the warning messages and information	D2-100	Dissemination of the warning messages and information

Like ISO9001 (Quality Management Systems) Roles/responsibilities are clear, easy-to-update system

## Proposed Templates for the NDRP - (2/2)



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Further plan: NDRP Development

- Plan for 1<sup>st</sup> Year (until Mar. 2013)
  - On Nov. 21-22: Workshop for NDRP to be initiated by DSWD and OCD at La Breza Hotel, Quezon City  
(Discussion on Framework, Outline, Concept of the NDRP)
  - By Dec 2012: \* Draft templates for selected activities and disaster type with consultation of OCD and NDRRMC-OpCen
  - By Mar 2013: \* Discussion on IMS pilot testing Activities
- Plan for 2<sup>nd</sup> and 3<sup>rd</sup> Year
  - Improvement of National/Regional operation manual(s) for OCD
  - Support of Preparation of NDRP

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## 3. Operations Component

### Activity 2-2 OCD IMS DEVELOPMENT

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## OCD IMS DEVELOPMENT

### Why was the IMS activities deadlocked in the

Main Issues in the Past,, **Past**

- No/Few Data (Electrical Maps, etc.) for GIS Development
- Lack of Human Resources familiar with GIS Technique Update
- Hence, No establishment of expected system, resulted in No Budget.

Currently, most of issues can be surmounted in OCD ,,,

- Utilization of unified "OneMap OneNation" data by NAMRIA and/or Google Map
- Continuous Capacity Development Activities on IMS with GIS Techniques by JICA DRRM-CEP by 2015



JICA DRRM-CEP will support the IMS Development Activities of  
OCD and DRRMC-OpCen.

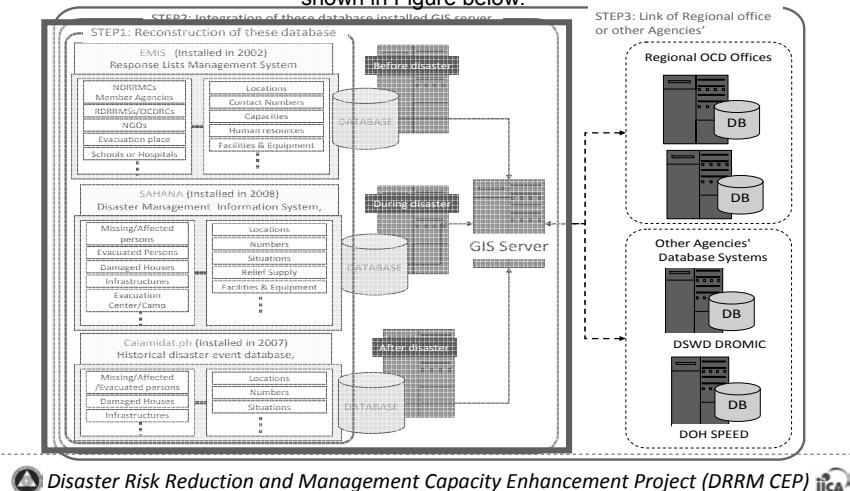
Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## OCD IMS DEVELOPMENT

49

### Proposal of Solution for the IMS Development

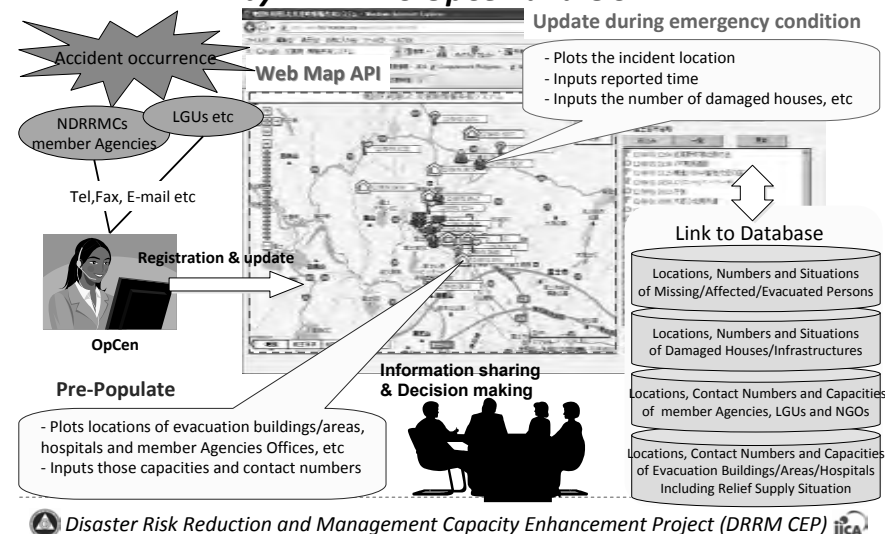
JICA DRRM-CEP will support the IMS Development Activities by Step-2 as shown in Figure below:



## OCD IMS DEVELOPMENT

50

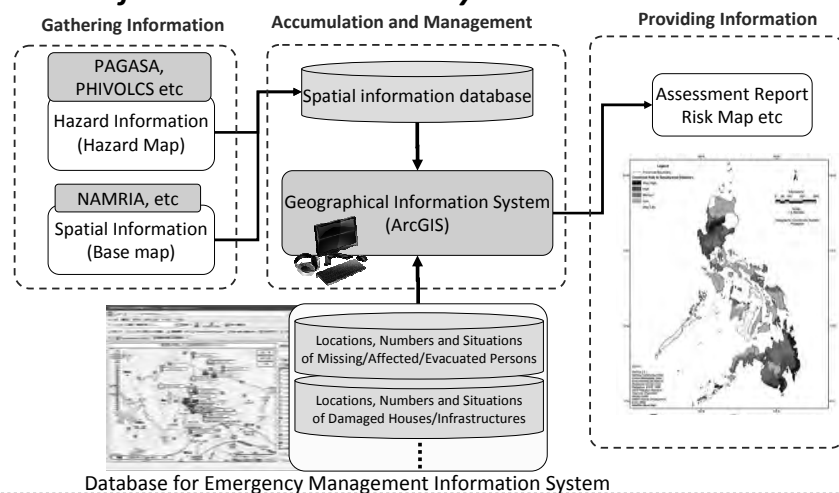
### The Concept Image of New Emergency IMS by NDRRMC-OpCen and OCD



## OCD IMS DEVELOPMENT

51

### The Concept Image of GIS for Disaster Vulnerability and Risk Assessment



## OCD IMS DEVELOPMENT

52

### The Concepts of IMS Development under JICA DRRM-CEP

● Target Activities: “Emergency Disaster Information Management System” and “Disaster Vulnerability and Risk Assessment System”.

● Tentative List of Equipment to be Procured subject to Change based on Discussion between JICA DRRM-CEP Team and OCD/NDRRMC-OpCen:

No.	Equipment	Specification
1.	Web Server	Processor: Intel® Xeon® E5603, Memory :2 GB (2 GB × 1)
2.	GIS Workstation	OS: Windows7, Processor: Intel E5607, Memory: 2 GB, HDD: 250 GB
3.	A0 Scanner	Copier & Scanner, Resolution: 300 × 300 dpi
4.	A0 Plotter / Printer	Color, Resolution: 1440 × 720 dpi
5.	GIS Software	ArcInfo ver.10, ESRI GIS

## Further plan: IMS Development

53

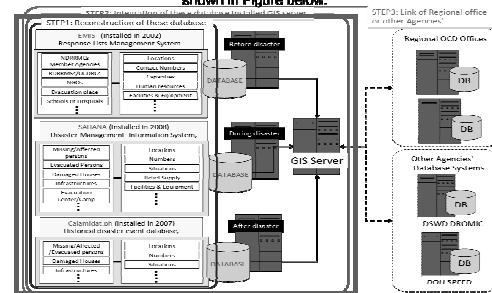
- Plan for 1<sup>st</sup> Year (until Mar. 2013)
  - By Dec 2012:
    - \* Further Discussion and analysis of IMS
    - \* Preparation of Draft IMS Training Programs
  - By Mar 2013:
    - \* Draft templates with consultation of NDRRMC members
    - \* Discussion on IMS pilot testing Activities in harmony with Training Programs
- Plan for 2<sup>nd</sup> and 3<sup>rd</sup> Year
  - Development and operation of IMS pilot testing

## Q and A and Discussion on IMS development

54

### Proposal of Solution for the IMS Development

JICA DRRM-CEP will support the IMS Development Activities by Step-2 as shown in Figure below:



55

## 4. Human Resources Development (HRD) Component

56

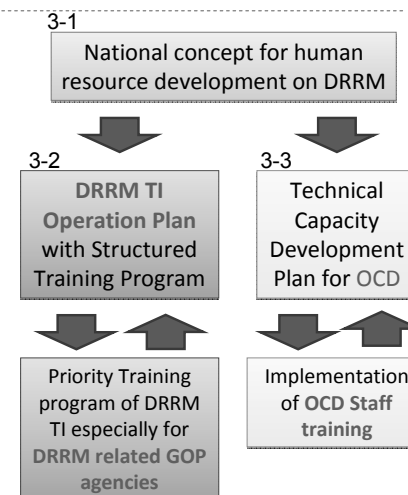
## Activities for Human Resources Development Component

### Activities

<3-1> Development of a **national level concept for human resource development (HRD) on DRRM**

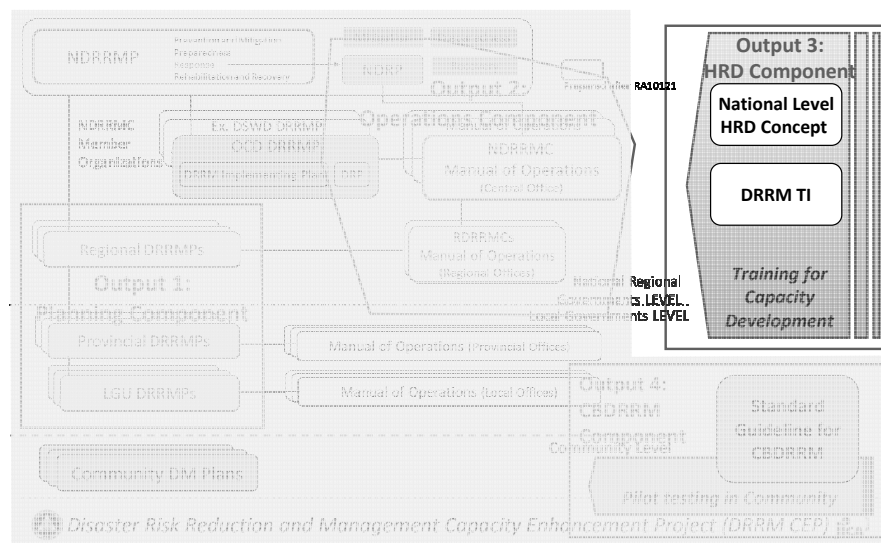
<3-2> Development of **DRRM TI operation plan** with structured training program including implementation of priority training program of DRRM TI especially for DRRM related GOP agencies

<3-3> **Improve technical capacity development plan for OCD** including implementation of OCD Staff training.



## Relationship between Disaster Management Planning System in Philippines and DRRM CEP

57



## Officers and Experts in Charge: HRD Component

58

### • Responsible officers of OCD and JICA Experts

	OCD Officers in Charge	JICA Expert Team
3-1: Formulation of Human Resource Development (HRD) Concept on DRRM	Atty. Priscilla P. Duque, CDEXO Admin Division (Ms. Crispina Abat and staff members) Training Division (Ms. Susana E. Quiambao and staff members) Project Management Office	Ms. Kodama Ms. Jocelyn
3-2: Development of operation plan of DRRM Training Institute (TI) in the Philippines	Attn. Duque, Training Division (mainly Ms. Shereen Y. Lucas, Ms. Rona Delos Santos), Admin Division	Ms. Kodama Ms. Jocelyn
3-3: Improvement of technical capacity development plan for OCD	Training Division, Admin Division	Ms. Kodama Ms. Jocelyn

- Related Organizations (TWG Members)
  - DILG, DOST, DSWD, NEDA, DENR, DepED, CHED, NDCP
  - PRC, CDP, University of the Philippines, Miriam College

## 4. HRD Component

### Activity 3-1 Formulation of HRD Concept on DRRM

59

## Formulation of HRD Concept on DRRM (1/4)

60

	Planned Activities	Target Due
3-1-1	Prepare framework of national concept of HRD on DRRM	Year 2012
3-1-2	Organize periodical consultation meetings for formulating national HRD concept on DRRM	2012-2015
3-1-3	Prepare 1st draft of national HRD concept on DRRM	Year 2013
3-1-4	Prepare final draft of national HRD concept on DRRM	Year 2013
3-1-5	Get approval of national HRD concept on DRRM	Year 2013



Decided to conduct the above activities through **TWG meetings** after consultation between OCD counterparts and JICA team

**Establishment of NDDRMC-JICA Technical Working Group (TWG) on the Drafting of National Concept of Human Resource Development (HRD) on DRRM**



## Technical Working Group for HRD Concept (1)

### Purpose:

- To identify necessary competencies based on the allocated roles of each stakeholder
- To clarify direction for systematic and strategic HRD of all stakeholders under the Republic Act No. 10121 and Disaster Risk Reduction and Management Plan
- To provide general concept in line with the establishment and implementation of DRRM Training Institutes
- To specify priority trainings and make implementation schedule with estimation of cost

### Members:

- OCD (Training Division, Admin Division and Project Management Office)
- Representatives of NDRRMC members (DSWD, NEDA, DILG, DOST: Main department, PAGASA, PHIVOLCS, DENR: MGB, DepED, CHED, LGA, and NDCP)
- Other experts (Philippines Red Cross, Center for Disaster Preparedness, University of the Philippines, Miriam College)
- JICA project experts

## Technical Working Group for HRD Concept (2)

### Highlights of 1st Meeting on 8 November

- Introduced TWG including proposed outline of the national concept for HRD on DRRM
- Introduced efforts of HRD on DRRM and DRRM training institutes in Japan as reference
- Introduced result of PAHRODF assessment
- Explained indicative result of the capacity assessment by JICA Project
- Discussed expectations and tasks of TWG and ways forward

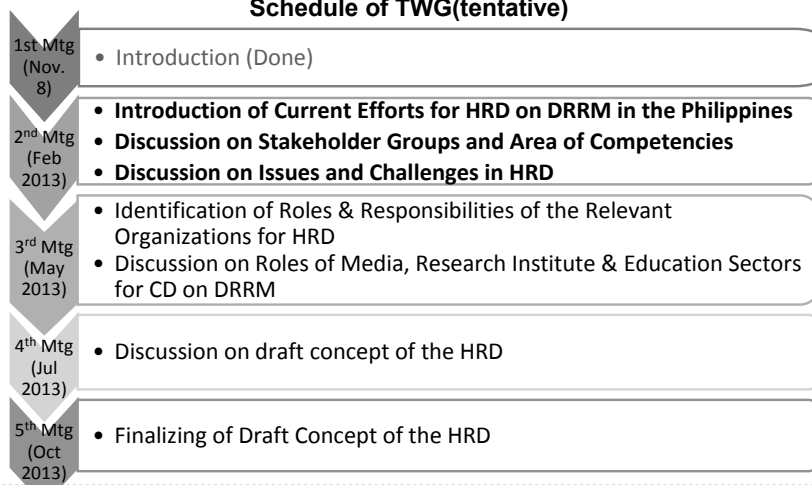


### Agreement, Issues and Concerns Raised in the Meeting

- In the 2<sup>nd</sup> Meeting, TWG members will report their recent efforts for HRD on DRRM
- List of trainings compiled in 2008 by OCD will be shared with the template
- Scope of the HRD Concept should be minimized to the main relevant agencies considering time limitation
- The priority for the activity should be given to OCD and 4 NDRRMC Vice chairs agencies
- The concept will be outline of HRD in the Philippines and not with detailed plan

## Technical Working Group for HRD Concept (3)

### Schedule of TWG(tentative)



## 4. HRD Component

### *Activity 3-2 Development of operation plan of TI*

## Development of operation plan of TI (1/2)

	Planned Activities	Target Due	Progress
3-2-1	Prepare concept of DRRM TI operation plan	Year 2012	<ul style="list-style-type: none"> <li>Involvement in the TWG Activity for DRRMTI by NDRRMC (JICA Team: Observer)</li> </ul>
3-2-2	Organize periodical workshops/meetings for DRRM TI operation plan	2012 to 2015	<ul style="list-style-type: none"> <li>Initial Consultation Meeting was held on 9 November</li> </ul>
3-2-3	Prepare 1st draft DRRM TI operation plan	Year 2013	-
3-2-4	Identify priority program/training courses for DRRM TI for relevant GOP organizations	Year 2013	-
3-2-5	Implement and review of priority program/training courses for DRRM TI for relevant GOP organizations	2013 to 2014	-
3-2-6	Finalize DRRM TI Operation Plan	Year 2014	-

## Development of operation plan of TI (2/2)

Identified past and current efforts for establishment of DRRMTIs

- Development of a Concept Note on DRRMTI with technical input (Nov. 2011)
- Setting up of NDRRMC Technical Working Committee on the establishment of DRRMTIs (Dec. 2011) and implementation of several meetings and workshops
- Development of proposed organization structure
- Development of standardized training modules for 4 priority groups (LCEs and LDRRMCs, Communities, Government Employees, and Private Sectors) (on-going)
- Soft-launching of the DRRMTI (planned)

Initial Consultation Meeting on 9 November

- Discussed current progress and issues toward establishment of DRRMTIs
- Introduced Japanese example for establishment of training institute for DRRM
- Identified that support for the development of the module is required for further advancement

Issues and Solution for Output 3-2

For further advancement of the initiatives, JICA Project support the module development for LCEs and LDRRMCs by conducting workshops to gather more training contents and ideas.

## 4. HRD Component

### Activity 3-3 Improvement of Technical Capacity Development Plan for OCD

## Improvement of Technical Capacity Development Plan for OCD (1/2)

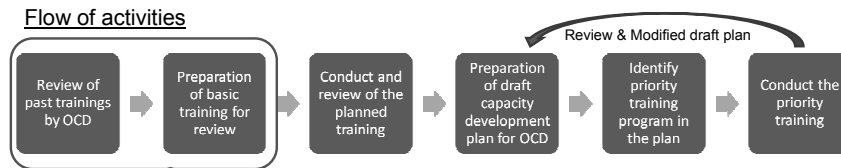
	Planned Activities	Target Due
3-3-1	Make discussion on technical capacity development plan for OCD	2012-2015
3-3-2	<b>Make discussion of basic DRRM training course for OCD staff</b>	Year 2012
3-3-3	<b>Prepare basic DRRM training course for OCD Staff</b>	Year 2012
3-3-4	Implement and review of basic DRRM training course for OCD staff (*Year 2012: pilot)	(Year 2012) Year 2013
3-3-5	Prepare draft technical capacity development plan for OCD staff	Year 2013
3-3-6	Identify priority program/training courses for OCD staff	Year 2013
3-3-7	Implement and review of priority program/training courses for OCD staff	Year 2013
3-3-8	Finalize technical capacity development plan for OCD	Year 2014

## Further plan: HRD Component

- Plan for 1<sup>st</sup> Year (until Mar. 2013)
  - 3-1 (HRD): Feb 2013 Organize the 2<sup>nd</sup> TWG Meeting
  - 3-2 (TI): By Feb 2013 Review of the Planned Trainings by the Module Developed through TWG activities
  - 3-3 (OCD Cap Enhancement): By Feb 2013 Develop draft concept for Staff Capacity Enhancement Trainings (Level 1 & 2)
- Plan for 2<sup>nd</sup> and 3<sup>rd</sup> Year
  - 3-1 (HRD): Formulation of HRD Concept through TWG
  - 3-2 (TI): Development of Operational Plan for TI including Structured Training Programs and Implementation of priority training program (incl. training in Japan)
  - 3-3 (OCD Cap Enhancement): Improvement of OCD Technical Capacity Enhancement Plan and Implementation of priority training program (incl. training in Japan)

## Improvement of Technical Capacity Development Plan for OCD (2/2)

### Flow of activities



### 1<sup>st</sup> Meeting: 22 August (Wednesday)

- Reviewed of Staff Enhancement Training in 2008
- Discussed Target Participants for Staff Enhancement Training
- Identified priority trainings in two levels (Level 1: Newly hired, Level 2: Staff who involve critical operation) as pilot



### 2<sup>nd</sup> Meeting: 28 August (Tuesday)

Discussed details of Level 1 Training

## Q and A

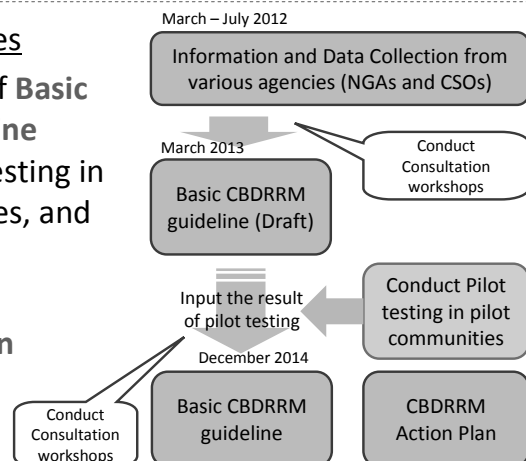
## 5. Community Based DRRM Component

## Activities for CBDRRM Component

73

### Detailed Activities

- Development of **Basic CBDRRM guideline** including pilot testing in pilot communities, and
- Preparation of **CBDRRM Action (promotion) Plan**



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Officers and Experts in Charge: CBDRRM Component

74

- Responsible officers from OCD and JICA Experts

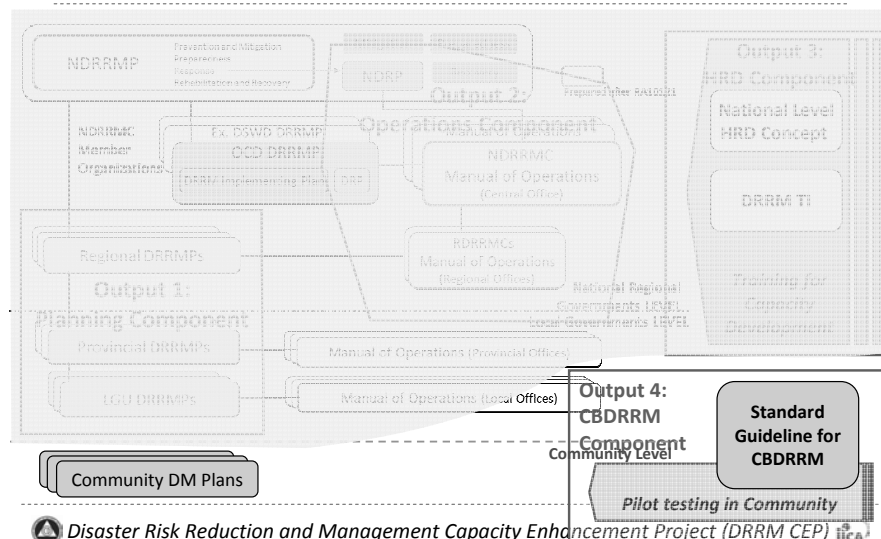
	OCD Officers in Charge	JICA Expert Team
Development of Basic CBDRRM Guideline	Ms. Lenie D.ALEGRE Ms. Raquel G. DE LEON Ms. Aurora DELA ROSA Ms. Romielyn NAZARENO	Ms. Yoko Nomura Ms. Mayfourth D. Luneta Ms. Jesusa Grace Jamilosa Molina
Development of CBDRRM Action Plan		

- **Related Organizations** (especially, those that conduct CBDRRM trainings in the Barangay level)
  - Department of Interior and Local Government (DILG)
  - Department of Social Welfare and Development (DSWD)
  - PAGASA, PHIVOLCS, DENR-MGB

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Relationship between Disaster Management Planning System in Philippines and DRRM CEP

75



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## CBDRRM Component: Overall Activity

76

Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened	
Activity	Timeline
4-1 Review the previously conducted CBDRRM activities	Done (August 2012)
4-2 Prepare the draft guidelines for implementation of CBDRRM activities	Ongoing
4-3 Conduct the pilot CBDRRM activities based on the draft Guidelines	Ongoing up to March 2014
4-4 Finalize the Guidelines for CBDRRM Activities	2014 to 2015
4-5 Prepare the action plans for OCD to implement CBDRRM activities nationwide	2014

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## 4-1 Review the previously conducted CBDRRM activities (1/2)

Activity	Progress
4-1-1 Information collection and analysis	<p>Finished (August 2012) :</p> <p><b>Total 52 agencies Visited:</b> 25 government offices, 20 CSOs, 1 private institution, 6 donor agencies</p> <p><b>Materials collected (175):</b> IEC materials (posters, brochures, comics, bookmark, films, workbook ), Training manuals/modules, Program of Instruction (POI), Course curriculum /syllabus, Project/ Program Design , Documentation of good practices/ case studies</p>

## 4-1 Review the previously conducted CBDRRM activities (2/2)

**What is the results of Activity 4-1?**

### Major Findings

- Most of the materials are IEC
- Guidelines or Manuals developed by GOP is for their staff
- IEC materials are only tools to promote CBDRRM: No training manuals/modules for community people
- No Sensitivity to PWDs, Elderly People, Children, Women and IPs in DRRM materials



**Necessity of developing a basic CBDRRM guideline that will target Community People and is sensitive to PWDs, Elderly people, Children, Women and IPs**

## 4-2 Prepare the draft guidelines for implementation of CBDRRM activities

Activity	Progress
4-2-1 Organize workshop for preparation of CBDRRM guideline	<p>Finished (August 2):</p> <ul style="list-style-type: none"> <li>•Developed the outline and major contents of guideline</li> <li>•Developed training structure</li> </ul>
4-2-2 Prepare draft CBDRRM guideline	Continue (by March 2013)
4-2-3 Organize consultation workshop for preparation of CBDRRM guideline	Plan (by March 2013)
4-2-4 Finalize the draft CBDRRM guideline	Plan (by March 2013)

## What is the outline of Guideline?

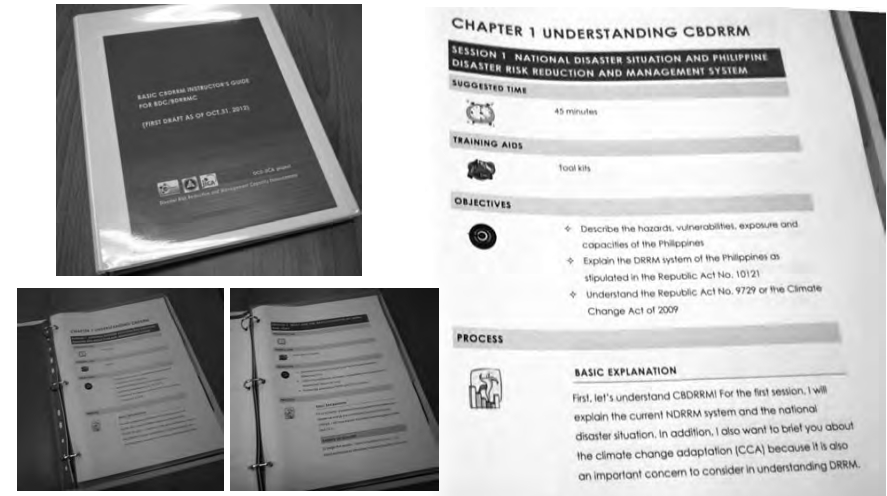
<b>Target User</b>	BDC/BDRRMC members/officers	<p><b>RA10121 – SEC. 12</b> Local Disaster Risk Reduction and Management Office (LDRRMO) – (a) There shall be an established LDRRMO in every province, city, and municipality, and a Barangay Disaster Risk Reduction and Management Committee (BDRRMC) in every barangay which shall be responsible for setting the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction.</p> <p><b>NDRRMP</b> <b>Thematic Area - Preparedness</b> <b>Outcome 8</b> : Communities are equipped with necessary skills and capability to cope with the impact of disasters <b>Indicators:</b> •Number of communities trained on disaster preparedness and response •Number of DRRM and CCA materials developed for formal education and training program <b>Lead agency:</b> DILG and OCD</p>
<b>Target Beneficiaries</b>	<p><b>Primary beneficiaries:</b> BDC/BDRRMC members/officers and Common People</p> <p><b>Secondary beneficiaries:</b> Regional office of OCD/DILG and DRRM officers/members from regional to municipal/city and CSOs</p>	
<b>General Objective</b>	Equip the community with practical knowledge, proper attitude, values and skills in DRRM	
<b>Specific Objective</b>	To serve as a user-friendly guideline for disaster management in the community	
<b>Items to be produced</b>	<ol style="list-style-type: none"> <li>1. Instructor's guide for BDC/BDRRMC members</li> <li>2. tool kits (to support Instructor's guide)</li> <li>3. Family handbook</li> </ol>	

## What are the Contents of Basic CBDRRM Instructor's guide?

Chapter 1: Understanding CBDRRM	
Session 1	National Disaster Situation and PDMS
Session 2	Local Disaster Situation
Session 3	What are the Basic Concepts of DRRM and CCA?
Session 4	What are CBDRRM and CCA?
Session 5	Why are CBDRRM and CCA important?
Chapter 2: CBDRRM Process	
Session 1	Community Risk Assessment
Session 2	CBDRRM Plan/ Action Plan
Session 3	Evacuation Drill
Session 4	Formation of CBDRRM Organization
Session 5	Monitoring and Evaluation
Chapter 3: Preparedness and Response for each Hazard	
Session 1	Mechanism of Hazard (Flood, Landslide, Earthquake, Tsunami, Volcanic Eruption)
Session 2	What could be prepared by the community/ family?
Session 3	What actions should be taken by community/ family in response to an emergency (during and after)
Chapter 4: Basic Skills	
Session 1	Basic Search and Rescue
Session 2	Basic Life Support/ First Aid

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Image of basic CBDRRM Instructor's guide



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## What are the Major Characteristics of the Guidelines?

### Basic CBDRRM Instructor's Guide

- Simple words** : Easy to understand, Easy to explain
- Visual** : Easy to understand, Use of pictures/ images
- Adequate quantity** : Easy to remember, Not overloaded
- Sensitive to PWDs, Children, Elderly people and IPs**: Awareness
- Script style** : Easy to conduct trainings

### Tool kits : Supporting materials of Instructor's guide

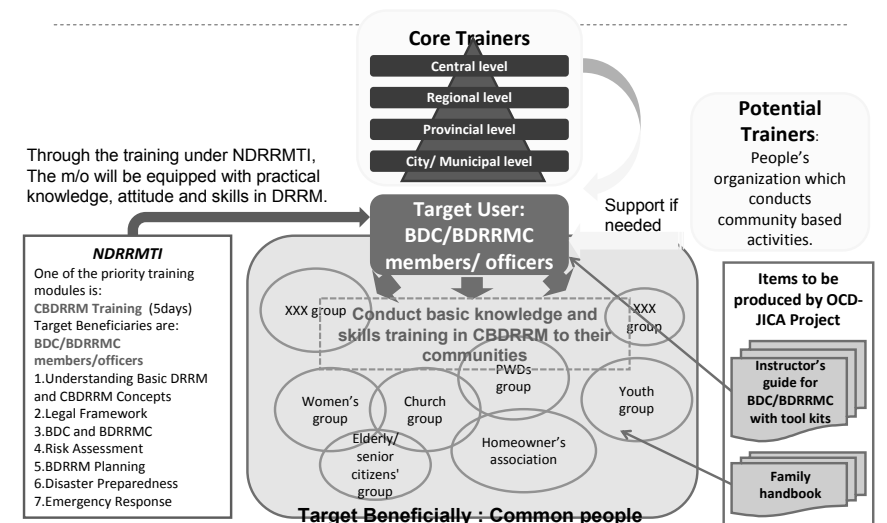
**Water proof materials** : Usable anywhere

### Family Handbook

Easy to share for family preparedness and response

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## What is the structure of CBDRRM Implementation?



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## 4-2 Issues and Challenges in the Development of Guidelines

- DILG is implementing CBDRRM training using materials from various organizations involved in DRRM.
- DSWD have developed CBDRRM training manuals for their staff to implement the CBDRRM activities.
- DILG selected the priority areas along 18 major rivers. They started implementing CBDRRM trainings to Barangay officials in the selected areas
- DSWD selected priority areas where they conduct CBDRRM trainings for their staff in LGU level



However,...  
No duplications but : CBDRRM team explained the outline of guideline and shared the idea of implementation structure to DILG and DSWD. They basically agreed to collaborate with OCD.

## 4-3 Pilot CBDRM Activities for Testing Guideline

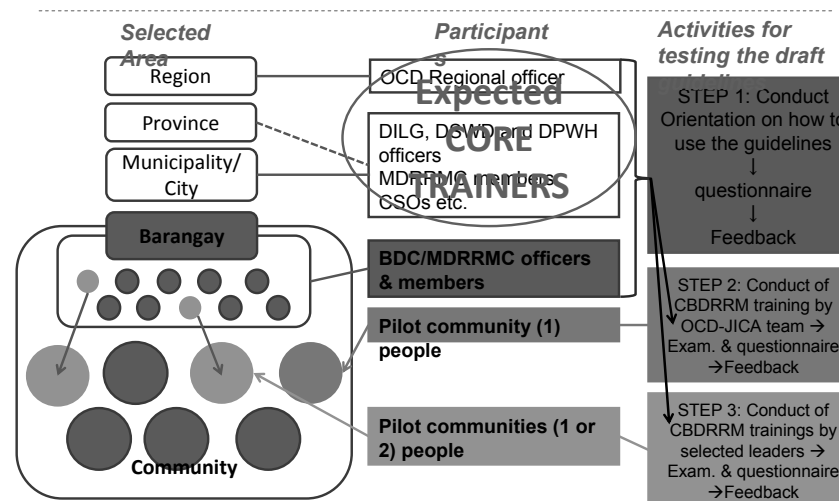
Activity	Progress
4-3-1 Prepare selection criteria of Pilot communities	Finished (Oct 2012): •Developed the structure of pilot testing •Identified selection criteria •Presented to OCD counterparts
4-3-2 Selection of pilot communities	Finished (Oct 2012): •Identified pilot regions  Plan (Year 2013): •Identify pilot LGUs/ Barangays
4-3-3 Implementation of pilot activity to verify applicability of the guideline in pilot communities	April 2013 – March 2014

## What is the Outline of Pilot Testing?

OBJECTIVES of PILOT TESTING				
To verify applicability and quality of basic CBDRRM guidelines				
Items to be verified	Main users	What to be verified	How to verify	Who
Instructor's guide	BDC/BDRRM officials and members	usability	questionnaire	BDC/ BDRRM, Community People
		evident	questionnaire	ditto
		wording	ditto	ditto
		visualization	ditto	ditto
		quantity of contents	ditto	ditto
		time frame	ditto	ditto
		gaps	ditto	ditto
Tool kits	ditto	Understandable	Examination	Community people
Family book	Community people	Same as Instructor's guide	Same as Instructor's guide	Same as Instructor's guide
		usability	questionnaire	Community people
		evident	ditto	ditto
		wording	ditto	ditto
		visualization	ditto	ditto
		quantity of contents	ditto	ditto

Other participants such as OCD, the related NGAs, LGUs and CSOs who will be core trainers are also the ones who will verify the guideline.

## What is the Structure of Pilot testing?



## What is the Selection Criteria for Pilot Areas?

Pilot areas	Criteria A (Minimum Requirements)	Criteria B (Should be considered)
<b>Region &amp; Province level</b>	<b>1. Recently affected by disaster (past 3.5 years)</b> <b>→ Record of Disasters (OCD-OPC)</b>  <b>Note: The pilot sites selected should have experienced and/or prone to the five (5) different hazards.</b>	<b>1. Severe Damages from disasters (past 3.5 years)</b> <b>2. Geological and cultural Condition: Luzon, Visayas, Mindanao</b> <b>3. Social Condition: Urban &amp; Rural</b> <b>4. Collaboration with relevant GOPs or NDRRMTI</b>
<b>Municipality/ City level</b>	<b>1. Recently affected by disaster (past 3.5 years)</b> <b>2. good leadership to encourage/support BDC/BDRRC to implement the CBDRRM activities</b>	<b>1. LGUs which is well prepared for disasters</b> <b>2. Social Condition: Urban &amp; Rural</b> <b>3. Collaboration with relevant GOPs or NDRRMTI</b>
<b>Barangay level</b>	<b>1. BDC/BDRRC officials and members who have taken the DRRM/CBDRRM trainings before → Any training related DRRM/CBDRRM</b> <b>2. good leadership &amp; motivation to conduct the CBDRRM training for community people → Reputation (Conduct interview from Municipality)</b>	<b>1. Collaboration with relevant GOPs or NDRRMTI</b>
<b>Community level</b>	<b>1. good leadership to conduct the CBDRRM training for community people</b> <b>2. Good relationship with community people</b>	

## Where is the Proposed Regions for pilot testing?

	Flood/ Flash Flood	Landslide	Earthquake	Tsunami	Volcanic Eruption
<b>Proposed Regions</b>	<b>X (Mindanao)</b>	<b>CAR (Luzon)</b>	<b>VII (Visayas) (CAR (L))</b>	<b>VII (V)</b>	<b>V (L) or IV-A (L)</b>
<b>Criteria</b>	A-1 & B-1 B-2	A-1 B-2	A-1 & B-1		A-1

The Number of Actual Disaster Events (Jan 2009 to June 2012)

Top 3 Regions	Flood/ Flash Flood	Landslide	Earthquake	Tsunami	Volcanic Eruption
<b>1</b>	III (L)	XI (M)	XIII (M)	-	V (L)
<b>2</b>	X (M)	CAR (L)	VIII (V)	-	IV-A (L)
<b>3</b>	XII (M)	X (M)	XII (M)	-	
<b>Others (severally damaged)</b>	I, NCR: Pedring (2012) VII, X: Sendong (2011) II, NCR: Ondoy, Pepeng (2009)		VII: Visayas (2011)		

Resource: OCD-Operation Center

## Further Plan

- **Plan for 1<sup>st</sup> Year (until Mar. 2013)**
  - Consultation meeting with relevant organizations (Activity 4-2)
  - Finalize the Draft CBDRRM guideline: Basic CBDRRM Instructor's Guide (Activity 4-2)
  - Internal meeting with OCD to identify pilot Barangays (Activity 4-3)
- **Plan for 2<sup>nd</sup> Year**
  - Internal meeting with OCD to identify pilot Barangays (Continue) (Activity 4-3)
  - Conduct pilot testing for the selected communities (Activity 4-3)
- **Plan for 3<sup>rd</sup> Year**
  - Finalize the CBDRRM guidelines (Activity 4-4)
  - Develop CBDRRM Action Plan (Activity 4-5)

## Detailed Activities for Output 4: CBDRRM Component: Activity's Timeframe

	2012		2013		2014		2015	
	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ
4-1 Review the previously conducted CBDRRM activities	Finished							
4-2 Prepare the draft guidelines for implementation of CBDRRM activities	Ongoing							
4-3 Conduct the pilot CBDRRM activities based on the draft Guidelines	Ongoing the preparation of pilot testing							
4-4 Finalize the Guidelines for CBDRRM Activities							Plan	
4-5 Prepare the action plans for OCD to implement CBDRRM activities nationwide							Plan	



## Discussion Pilot Areas for testing guidelines

### **Suggested Pilot Region by DRRM CEP Team** (OCD & JICA Project Experts)

Considering multi hazard and regional balance...

	Flood/ Flash Flood	Landslide	Earthquake	Tsunami	Volcanic Eruption
Proposed Regions	X (Mindanao)	CAR (Luzon)	VII (Visayas) (CAR (L))	VII (V)	V (L) or IV-A (L)
Criteria	A-1 & B-1 B-2	A-1 B-2	A-1 & B-1		A-1

### **The Number of Actual Disaster Events from 2006 to April 2013**

Top 3 Regions	Flood/ Flash Flood	Landslide	Earthquake	Tsunami	Volcanic Eruption
1	III (L)	XI (M)	XIII (M)	-	V (L)
2	X (M)	CAR (L)	VIII (V)	-	IV-A (L)
3	XII (M)	X (M)	XII (M)	-	

Others (severely damaged):  
I. NCR: Pasig (2004)  
II. V. Samar (2011)  
III. NCR: Marikina (2009)

Resource: OCD-Operation Center

- Pilot testing in 4 regions and check applicability both common part and hazard specific part (2<sup>nd</sup> year)
- Make necessary modifications and finalize the guideline (3<sup>rd</sup> year)

### **JICA's Suggestion**

1. Pilot testing - Start with flood community in Luzon (Region III)
2. Check applicability of the draft of guideline carefully in one region
3. Make necessary modifications
4. Expand pilot testing for verification to other Regions and/or Hazards when necessary
5. Make further modifications for finalize the guideline

## 6. Other Matters

## Other Matters

- Confirmation of the Counterparts
  - Due to recent restructuring of OCD (e.g. establishment of OCD operations division) and change in personnel, incl. counterparts' demarcation esp. Operations Component.
- Securing counterparts' participation to the Project activities.

## Schedule of Key Events and Meetings

## Schedule of Key Events and Meetings

### Joint Coordinating Committee (JCC)

- Feb. 19, 2013 (Tue)
- 1<sup>st</sup> week of May

### Counterpart Meeting

(Every last Tuesday of the Month from 9:30am)

- Nov. 27 (2012)
- Jan 29, Feb. 26 (2013)

### Seminar (Feb. 22, 2013 (Fri))

AM: Progress of the Project

PM: Working Session

- Session 1: NDRP consultation
- Session 2: CBDRRM guideline consultation
- Session 3: TBD

- Planning component
  - RDRRMP development Meeting (Dec 13, 2012)
  - Draft RDRRMP template with consultation of NDRRMC members (Mar. 2013)
- Operations component
  - TWG for NDRP Development (Nov. 21 and 22, 2012)
  - Consultation Meeting on NDRP (Feb. 2013)
- HRD component
  - TWG for HRDP on DRRM (Feb. 2012)
  - TI module development workshop (Nov. 2012)
- CBDRRM component
  - Consultation meeting on CBDRRM guideline (Feb. 2013)


## Closing Address and Vote of Thanks

- Undersecretary Benito T. Ramos  
*Executive Director, NDRRMC and Administrator, OCD*

Thank you  
Salamat po

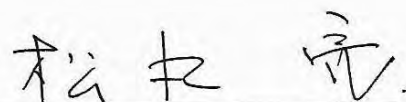
Minutes of Meeting  
between  
Office of Civil Defense  
and  
Japan International Cooperation Agency  
on  
The 4<sup>th</sup> Joint Coordinating Committee Meeting  
for  
The Disaster Risk Reduction and Management  
Capacity Enhancement Project

Manila, 26 February 2013




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Undersecretary EDUARDO D. DEL ROSARIO  
Executive Director, National Disaster  
Risk Reduction and Management Council  
(NDRRMQ)  
Administrator, Office of Civil Defense  
(OCD)



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Dr. Ryo Matsumaru  
Team Leader, JICA Expert Team  
for the Disaster Risk Reduction and  
Capacity Enhancement Project  
Japan International Cooperation Agency



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Witnessed by  
Ms. Sachiko Takeda  
Senior Representative,  
JICA Philippine Office  
Japan International Cooperation Agency

In accordance with the Minutes of Meeting and Record of Discussion for "The Disaster Risk Reduction and Management Capacity Enhancement Project" (hereinafter referred to as "the Project") agreed upon between Office of Civil Defense (hereinafter referred to as "OCD"), and Japan International Cooperation Agency (hereinafter referred to as "JICA") on 28 October 2011, JICA dispatched a Project Expert Team to the Philippines in March 2012. To implement the project, OCD and the JICA Project Expert Team have formed a group (hereinafter referred to as "DRRM CEP Team") and the DRRM CEP Team is currently doing the Project activities.

The first year activities of the 3-year Project will end at the beginning of March 2013. On this occasion, the members of the Joint Coordinating Committee (hereinafter referred to as "JCC") held its 4<sup>th</sup> meeting chaired by Undersecretary Eduardo D. Del Rosario, Executive Director of the National Disaster Risk Reduction and Management Council (hereinafter referred to as "NDRRMC") and Administrator of OCD on 22 February 2013. The list of the attendees is shown in Appendix 1.

The main objectives of the 4<sup>th</sup> JCC meeting were to share the achievements of the 1<sup>st</sup> year of the Project, to get guidance for further Project implementation by exchanging ideas from various stakeholders, and to get agreement on the planned Project activities of the 2<sup>nd</sup> year of the Project including timeframe and target of the activities and proposal on a new approach for Output 4 (CBDRRM Component).

After the opening address by Undersecretary Eduardo D. Del Rosario and Ms. Sachiko Takeda, Senior Representative of JICA Philippine Office, the DRRM CEP Team presented the achievements and the activity plan of the Project activities (Appendix 2: Handout of the presentation).

The JCC members confirmed the achievements of the 1<sup>st</sup> year of the Project and expressed their appreciation. The members also agreed on the planned activities of the 2<sup>nd</sup> year of the Project while the following comments and request were raised by the JCC members.

Comments:

- Careful examination and consideration of the cluster approach in the preparation of National Disaster Response Plan (NDRP)

Cluster approach especially defined by international donors for disaster response sometimes does not meet the requirements in Philippine situation and therefore careful examination of clustering is required in preparation of the NDRP.



- Technical Capacity Development Plan for OCD

The required capacity of the OCD staff depends on the organizational task and OCD is currently in the transition toward new organizational structure to fulfill the mandate of RA10121. Therefore, the required capacity for the new structure should be considered in the technical capacity development plan for OCD, and to ensure the effectiveness of the activity of the DRRM CEP.

Request:

- Early Finalization of the CBDRRM Instructors Guide

The JCC members agreed on the proposed new approach for implementing the CBDRRM Component.

However, the members requested to finalize (including a pilot testing in the field) the CBDRRM Instructors' Guide in the next year of the Project as a first track instead of waiting the completion of the draft CBDRRM training modules for DRRM TI. Because practitioners of the CBDRRM activities really need guidance on the activity and this CBDRRM instructors' guide will contribute in the improvement of the activity and in promoting the CBDRRM.

Japanese side explained that the JICA's assistance is not an assistance that focuses on the technical assistance to prepare the guidelines for the field activities but a policy support for promoting the CBDRRM nationwide with institutionalized initiative. In this context, a holistic approach from the top to bottom is required.

It is also explained that from the view of effectiveness of the activity of the CBDRRM component, implementation of RA10121 as well as support to the OCD's current organizational restructuring, the activities of CBDRRM component should be done in line with the activity of DRRM TI.

The JICA Project Expert Team agreed to have further discussion with the OCD counterpart and JICA, and other stakeholders on the Project timeline.

As for other matters, the JICA Project Team announced the following.

- DRRM Summit

The JICA Project Expert Team announced that the team would assist OCD for successful implementation of the DRRM Summit if required.

- Schedule of the next JCC Meeting

The Next JCC meeting will be held in May 2013, the start of the 2<sup>nd</sup> year of the Project.



### List of Participants

#### Philippine Side

##### **Office of Civil Defense (OCD)**

Eduardo D. Del Rosario	Executive Director, NDRRMC/Administrator, OCD
B Gen. Romeo F. Fajardo	Civil Defense Deputy Administrator
B Gen Dalmas	OIC, Training Division/National Service Reserve Core
Crispina B. Abat	Chief, Administrative Division
Concepcion R. Ornopia	Chief, Finance Division
Elvis Cruz	Plans and Programs Division
Raquel G. de Leon	Plans and Programs Division
Rona C. Delos Santos	Training Division
Shereen Y. Lucas	Training Division
Sonny Patron	Operations Division
Oscar Lizardo	NDRRMC OpCen
Neil De Leon	National Service Reserve Core
Baron Ulagas	National Service Reserve Core
Marvin T. Manzano	CDO/Executive Assistant
Takaaki Kusakabe	Policy Adviser (JICA Expert)

##### **National Economic Development Authority (NEDA)**

Annielyn Rivera	LUPPD
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##### **Philippine Institute of Volcanology and Seismology (PHIVOLCS)**

Reanto Solidum	Director
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##### **Department of Social Welfare Development (DSWD)**

Evangelina J. Tuazon	Protective Services Bureau
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##### **League of Province of the Philippines (LPP)**

Dennis F. Bernabe	Policy Officer
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##### **Department Public Works Highways (DPWH)**

Akihisa Okuda	River Management Advisor (JICA Expert)
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Japan Side

**JICA Philippines Office**

Sachiko Takeda

Senior Representative

Hayato Nakamura

Project Formulation Advisor

Catherine M. Palanca

Program Officer

**Expert Team**

Ryo Matsumaru

Team Leader /

Disaster Risk Reduction and Management Planning

Yoshihiko Uchikura

Deputy Team Leader/

Disaster Risk Reduction and Management Operation (1)

Kazuto Suzuki

Disaster Risk Reduction and Management Operation (2)

Shiki Kodama

Human Resources Development and Planning (1)

Yoko Nomura

Community Based Disaster Risk Reduction and Management

Akihito Furuta

Information Management System

Shinji Iida

Disaster Risk Reduction and Management Technology

Wasato Fujimoto

Project Coordinator/

Disaster Risk Reduction and Management Planning (2)

Terteen Gail Omaña

National Staff/Planning Component (Output 1)

Geraldine Morala Santos

National staff/Operations Component (Output 2)

Conna T. Manansala

National Staff/Operations Component (Output 2)

Jocelyn A. Mendoza

National Staff/HRD Component (Output 3)

Wayfourth Luneta

National staff/CBDRRM Component (Output 4)

Benigno Balgos

National staff/CBDRRM Component (Output 4)

3





## 4<sup>th</sup> Joint Coordinating Committee Meeting

- Opening Address (8:30 – 9:50)
  - OCDA
  - JICA Philippine Office
- Progress and 2<sup>nd</sup> Year Plan of the Project: (9:50 – 11:30)
  1. Project Outline and Overall Progress
  2. Progress and Plan for Each Component
    - A) Planning Component
    - B) Operations Component
    - C) Human Resources Development Component
    - D) Community Based DRRM Component
  3. Discussion
- Others (11:30 – 11:50)
- Closing Address and Vote of Thanks (11:50 – 12:00)
  - OCDA

February 22, 2013  
NDRRMC Conference Room

## Progress and 2<sup>nd</sup> Year Plan of the Project

1. Project Outline and Overall Progress
2. Progress and Plan for Each Component
  - A) Planning Component
  - B) Operations Component
  - C) Human Resources Development Component
  - D) Community Based DRRM Component
3. Discussion

## 1. Project Outline and Overall Progress

### 1. Project Outline and Overall Progress

Disaster Risk Reduction and Management Capacity Enhancement Project  
- Project Outline -

**Implementing agency**  
**Office of Civil Defense (OCD)**

**Project Period**  
**3 years**  
**Mar. 2012 – Mar. 2015**

#### Overall Goal

DRRM activities conducted by organizations of the Government of the Philippines are improved.

#### Project Purpose

"Capacity on DRRM of OCD is strengthened."

#### Output

- Output 1: Planning and implementing capacity of OCD on DRRM is strengthened. - Planning Component -
- Output 2: DRRM activities including information management are standardized. - Operations Component -
- Output 3: Human resources development plan (HRDP) for DRRM is developed. - HRD Component -
- Output 4: Supporting system to Community Based Disaster Risk Management (CBDRRM) is strengthened. - CBDRRM Component -



## A) Planning Component

Output 1: Planning Component	1-1 Review and Enhance NDRRMP 1-2 Facilitate the possible sub-national and local level legislation process of plans prepared through the Project for effective implementation 1-3 Formulate Regional DRRM Plan (RDRRMP) 1-4 Formulate Provincial DRRMP and LGU DRRMP for selected province(s) 1-5 Guide DRRM related government agencies in the establishment of DRRMO
Output 2: Operations Component	2-1 Identify the relevant organizations and their roles in DRRM activities 2-2 Identify the necessary human resources, equipment and facilities for DRRM activities 2-3 Identify priority areas of standardized guidelines and operation manuals 2-4 Develop National Disaster Response Plan (NDRP) 2-5 Improve National and Regional operation manual(s) for OCD 2-6 Develop information management system for DRRM activities 2-7 Conduct drills based on NDRP and operation manual(s) 2-8 Review and revise NDRP and operation manual(s)
Output 3: HRD Component	3-1 Formulate national level concept of human resources development on DRRM 3-2 Develop operation plan including structured training program for DRRM TI along with implementation and review of priority programs/training courses. 3-3 Improve technical capacity development plan for OCD including implementation and review of priority programs/training courses.
Output 4: CBDRM Component	4-1 Review previously conducted CBDRM activities 4-2 Prepare draft guidelines for implementation of CBDRM activities 4-3 Conduct pilot CBDRM activities based on draft guidelines 4-4 Finalize guidelines for CBDRM Activities 4-5 Prepare action plans to implement CBDRM activities nationwide

Note: Activities with red color are carried out in the first year

- Objective

- To share the progress of the Project
- To exchange idea and get guidance for the Project implementation
- To agree on the activity plan for the 2<sup>nd</sup> year

## 1. Project Outline and Overall Progress

7

Key Activities, 1<sup>st</sup> Year

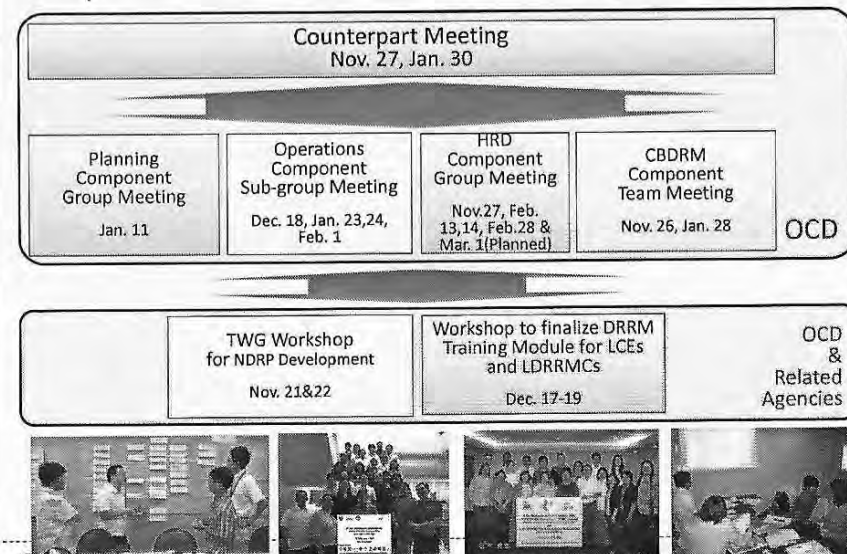
	2012										2013		
	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
JCC		★ 18				★ 3			★ 14			★ 22	
Exp. CP Mtg	★ 21				★ 27						★ 30		
CP Mtg			★ 2, 30	★ 22	★ 25	★ 29	★ 25	★ 23	★ 27		★ 30	★ 26	

## Major Workshops

- Planning Component
  - Mini-Workshop on RDRRMP Development (Nov. 7, 2012)
  - Meeting on RDRRMP with all RDs (Jan. 11, 2013)
- Operations Component
  - 2-day Workshop for NDRP development (Nov. 21 and 22, 2012)
- HRD Component
  - 1<sup>st</sup> and 2<sup>nd</sup> TWG meeting for development HRD concept on DRRM (Nov. 8, 2012 and Feb. 13 & 14, 2013)
  - 3-day workshop for finalizing the training module for LCE & LDRRMCs for DRRM TI
- CBDRM Component
  - Preliminary Workshop to identify the outline of guidelines (Aug. 2012)

## 1. Project Outline and Overall Progress

8

Key Activities: after the 3<sup>rd</sup> JCC meeting (Nov. 14, 2012)

## 2. Progress and Plan for Each Component

### A) Planning Component

### B) Operations Component

### C) Human Resources Development Component

### D) Community Based DRRM Component

## A) Planning Component

### Output:

Planning and implementing capacity of OCD on DRRM is strengthened.

### Major Products:

- Suggestions for NDRRMP Review
- RDRRMP
- PDRRMP and C/MDRRMP for Selected Provinces and Cities/Municipalities
- System and Tool for Guiding and Monitoring of DRRMO Establishment

## 2. A) Planning Component

11

## Expected Effects from the Products

Major Products	Expected Effect
Suggestions for NDRRMP Review	➤ NDRRMP will effectively reviewed and it will contribute DRRM activity more efficiently.
RDRRMP	➤ Regional Specific DRRMP can be used as; <ul style="list-style-type: none"> <li>• Reference and guide for DRRM stakeholders and practitioners for effective collaboration, coordination and support</li> <li>• commitment among RDRRMC members, and</li> <li>• Guide for LGU DRRM Planning,</li> </ul> ➤ and will contribute effective implementation of DRRM in Regional Level
PDRRMP and C/MDRRMP for Selected Provinces and Cities/Municipalities	➤ PDRRMP and C/MDRRMP will be a base of DRRM activities for pilot LGUs, and also be a sample for other LGU level DRRMP.
System and Tool for Guiding and Monitoring of DRRMO Establishment	➤ OCD can monitor the establishment of DRRMO appropriate and timely manner using the system and tool developed through the Project.

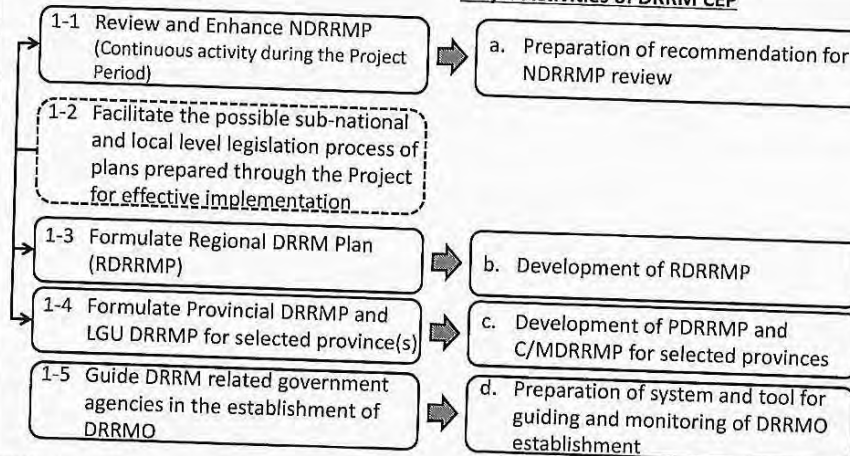
## 2. A) Planning Component

12

## Activities: Planning Component

### Activities in PDM

### Major Activities of DRRM CEP



[illegible]

Items Discussed:

OCD Planning Division

Participants:

Meetings for monitoring DRRMO establishment (Aug. 15 and Oct. 11, 2012)

Monitoring Sheet for DRRMO establishment

[illegible]

- **Related Organizations**
  - <DRRMP> NDRRMC member agencies  
ex. DND, DILG, DSWD, DOST, NEDA, etc.
  - <DRRMO> NDRRMC member agencies

were also

**Part 0: Executive Summary**

**Part I: Introduction** ..... 1

1 Background and Composition of RDRMP ..... 1

2 Regional Risk Profile ..... 2

	Phase	Activity	Task	Timeline	Output
a. Preparation of suggestions for DRRMP review	★	1	★	★	★
b. Development of DRRMP	★	2	★	★	★
c. Development of PDRRMP and C/MDRRMP for selected provinces	★	3	★	★	★
d. Preparation of system and tool for guiding and monitoring of DRRMO establishment	★	4	★	★	★
Facilitate the possible legislation process of plans prepared in the Project for effective implementation	★	5	★	★	★

## 2. A) Planning Component

15

## Summary : Planning Component

Activity	Products and Achievements after the DRRM CEP	Achievements of the 1 <sup>st</sup> Year	Expected achievements of the 2 <sup>nd</sup> year	Issues for 2 <sup>nd</sup> year
a. Preparation of suggestions for NDRRMP review	<ul style="list-style-type: none"> <li>Suggestions for NDRRMP Review</li> </ul>	<ul style="list-style-type: none"> <li>Discussion on reviewing process and items for NDRRMP</li> </ul>	<ul style="list-style-type: none"> <li>Draft suggestions for revisions of NDRRMP (for sunset review)</li> </ul>	<ul style="list-style-type: none"> <li>No major issues at this moment</li> <li>Leadership of OCD to involve NDRRMC member agencies for review of NDRRMP</li> </ul>
b. Development of RDRRMP	<ul style="list-style-type: none"> <li>RDRRMP for all Regions</li> </ul>	<ul style="list-style-type: none"> <li>Concepts and structure of RDRRMP</li> <li>Draft template of RDRRMP (under preparation)</li> </ul>	<ul style="list-style-type: none"> <li>RDRRMP for all 17 regions by the end of 2013.</li> </ul>	<ul style="list-style-type: none"> <li>Active involvement of RDRRMC members and leadership of OCD RDs to keep the time frame of RDRRMP development.</li> </ul>
c. Development of PDRRMP and C/MDRRMP for selected provinces	<ul style="list-style-type: none"> <li>PDRRMP and C/MDRRMP for the selected provinces</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Draft Provincial and LGU plan for pilot province (at least one within the 2<sup>nd</sup> year)</li> </ul>	<ul style="list-style-type: none"> <li>Mutual agreement on selection criteria for pilot province among related agencies.</li> <li>Active participation of LGUs into planning process</li> </ul>
d. Preparation of system and tool for guiding and monitoring of DRRMO establishment	<ul style="list-style-type: none"> <li>system and tool for guiding and monitoring of DRRMO establishment</li> </ul>	<ul style="list-style-type: none"> <li>Draft Monitoring Sheet for DRRMO establishment</li> <li>Gathering the basic information of DRRMO</li> </ul>	<ul style="list-style-type: none"> <li>Agreement on method and items for monitoring of DRRMO establishment</li> <li>Development of monitoring tool by the 3Q of 2013.</li> </ul>	<ul style="list-style-type: none"> <li>Leadership of OCD in guiding DRRMO establishment</li> <li>Participation and cooperation of related agencies</li> </ul>

## 2. A) Planning Component

16

## RDRRMP Development: Meetings

**Mini Workshop for RDRRMP Development  
(Nov. 7, 2012)**

Participants:

Key officials of OCD CO, selected RDs of OCD

Items Discussed:

- Concept of RDRRMP
- Structure of RDRRMP
- Timeframe for RDRRMP Development



*Meeting with all RDs and OCD key officials on Jan. 11, 2013*

Participants:

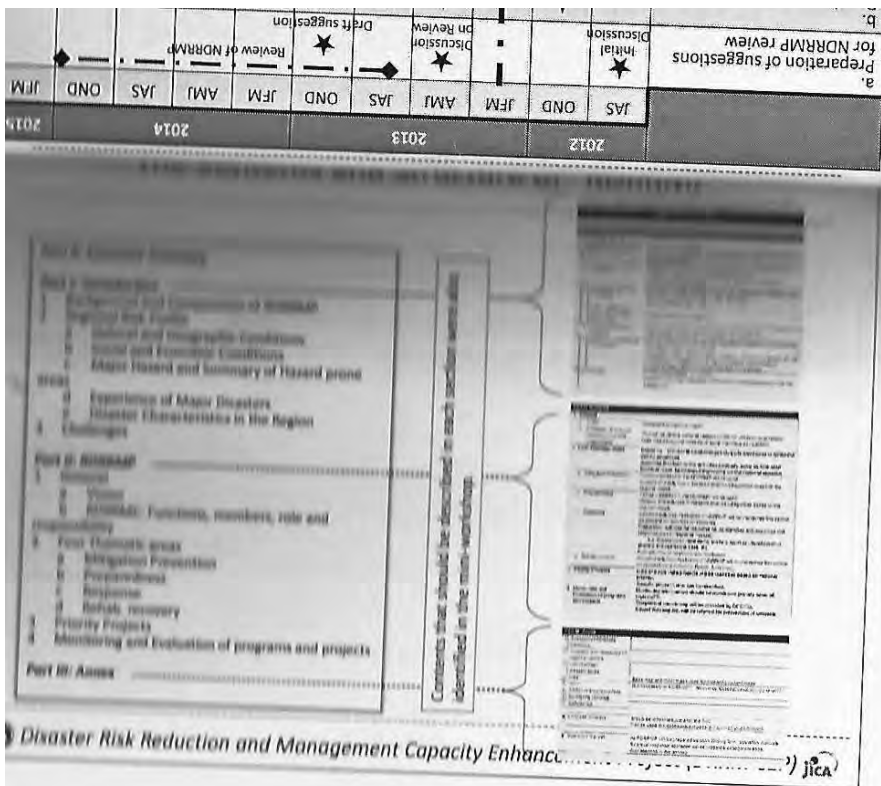
Key officials of OCD CO and All RDs of OCD

Items Discussed:

- Mr. Elvis presented the concept and structure of RDRMP that developed in the Mini-Workshop.
- The concept and structure were basically agreed by the participants.

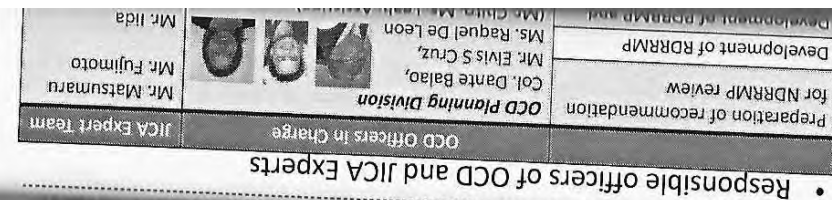






## 2. Progress and Plan for Each Component

- A) Planning Component  
B) **Operations Component**  
C) Human Resources Development Component  
D) Community Based DRRM Component



Meetings for monitoring DRRMO establishment (Aug. 18 and Oct. 11, 2012)

### Participants

OCD Planning Division

### Items Discussed

- Monitoring method
- Monitoring item



## Monitoring Sheet for DRRMG establishment

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- Basic information is gathering for monitoring.

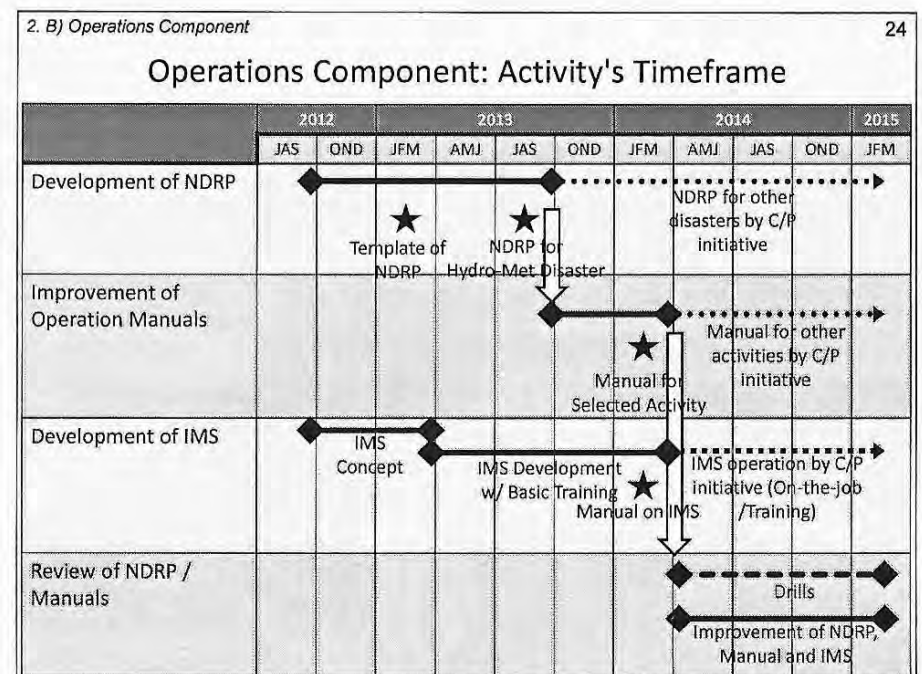
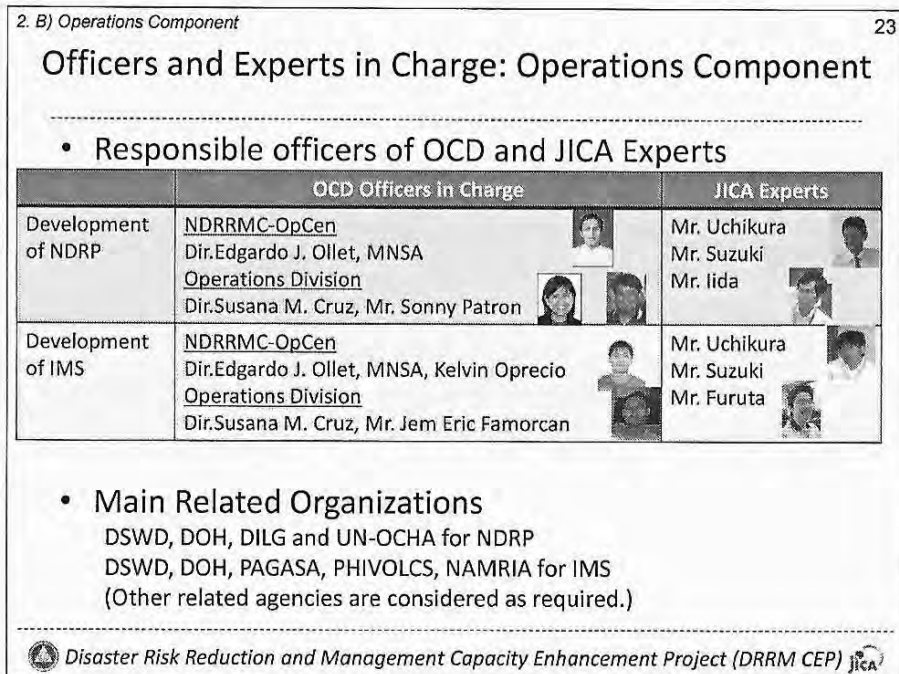
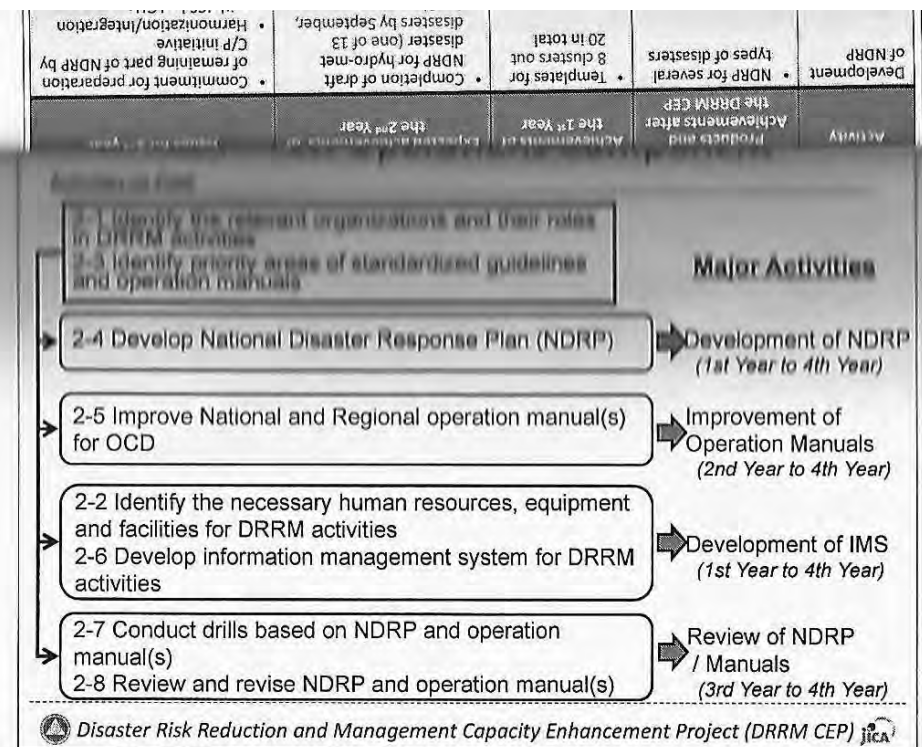
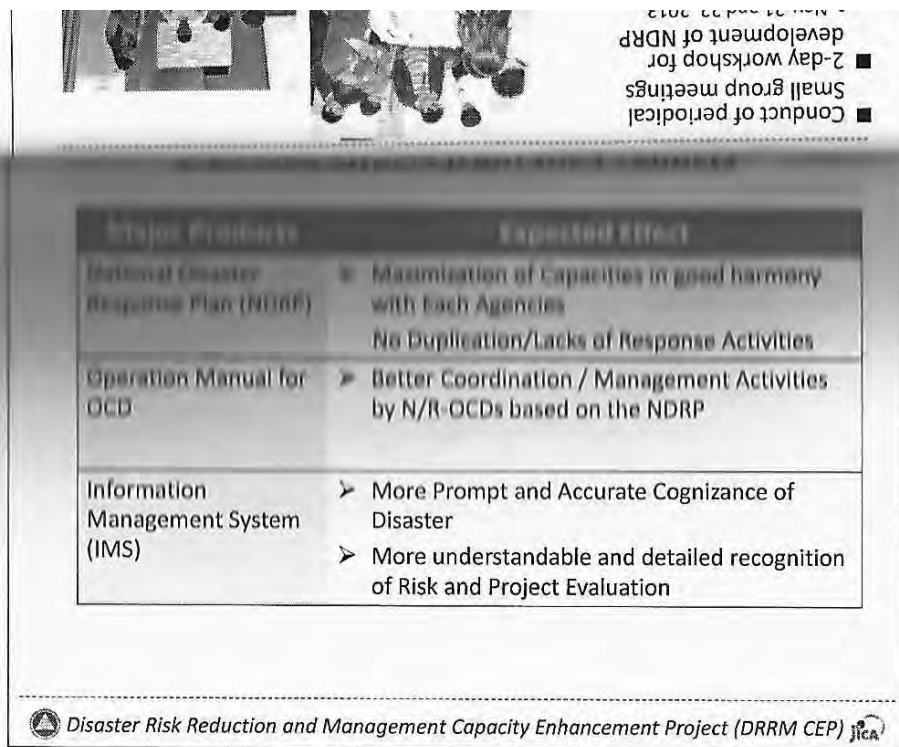
### 3. Operations Component

Output:

*DRRM activities including information management are standardized.*

Major Products:

- *National Disaster Response Plan (NDRP)*
- *Operation Manual for OCD*
- *Information Management System (IMS)*



2-1 Identify the relevant organizations and their roles  
2-3 Identify priority areas of standardized guidelines and operation manuals

## Major Activities

Activity	Expected Output	Expected Outcome	Expected Impact	Expected Result
Development of NDRP	• Model for National type of disaster	• Templates for 8 clusters out of 20 in total	• Completion of draft NDRP for hydro-met disaster (one of 13 disasters by September, 2013)	• Commitment for preparation of remaining part of NDRP by C/P initiative • Harmonization/integration with ICS by LGUs
Improvement of Operation Manuals	• National and selected Regional Operation Manual(s) for OCD	• (None)	• Concurrence of Activities and selection of Region(s) to be targeted - at least one activity and one region by Feb., 2014 • Preparation of Draft Manuals	• Selection Criteria for Operation Manuals to be improved • Harmonization among NDRP, Manual and IMS
Development of IMS	• Establishment of IMS in national OCD	• Discussions on IMS • Confirmation of Equipment and Facilities with Trainings	• Establishment of IMS including Set-up of Database, Mapping system (by December, 2013)	• Selection criteria for responsible officials to be trained • Training manual for sustainable activity
Review of NDRP / Manuals	• Conduct of Exercise and Drills based on NDRP & Manuals	• (None)	• Ideas of Planning of Drills and Exercises (from May 2014 to February 2015)	• Method for sustainable activity

Major Products  
Expected Effect  
National Disaster Response Plan (NDRP)  
➤ Maximization of Capacities in good harmony with Each Agencies

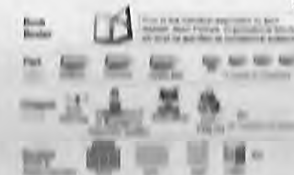
- Conduct of periodical Small group meetings
- 2-day workshop for development of NDRP
  - Nov. 21 and 22, 2013
  - Co organized by D5WD and OCD
  - Participants from selected NDRMC member agencies
  - Template for selected disasters and clusters were discussed and developed.
- Templates for 8 clusters out of 20 clusters (under review by agencies participated to the workshop)



Photo of Small Group Meeting



Photo of Workshop



Proposed Outline of NDRP



Draft NDRP

## 2. B) Operations Component

27

### Major Activities of 1st Year: Development of IMS

- Survey on current status and needs of IMS in OCD
- Periodical discussions on IMS development
- Confirmation of equipment and facilities for IMS which will be developed in the DRRM CEP
- Confirmation of training needs for sustainable operation of the IMS
- Basic information collection for database for the IMS

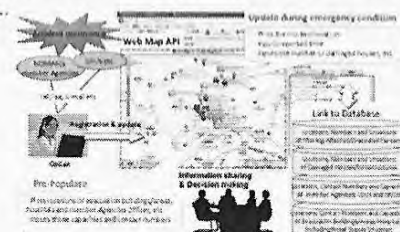


Image of Emergency IMS

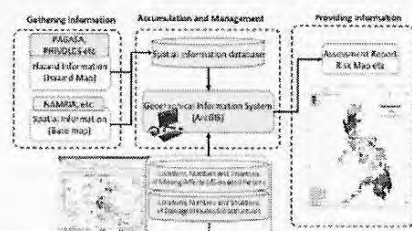


Image of Assessment based on IMS

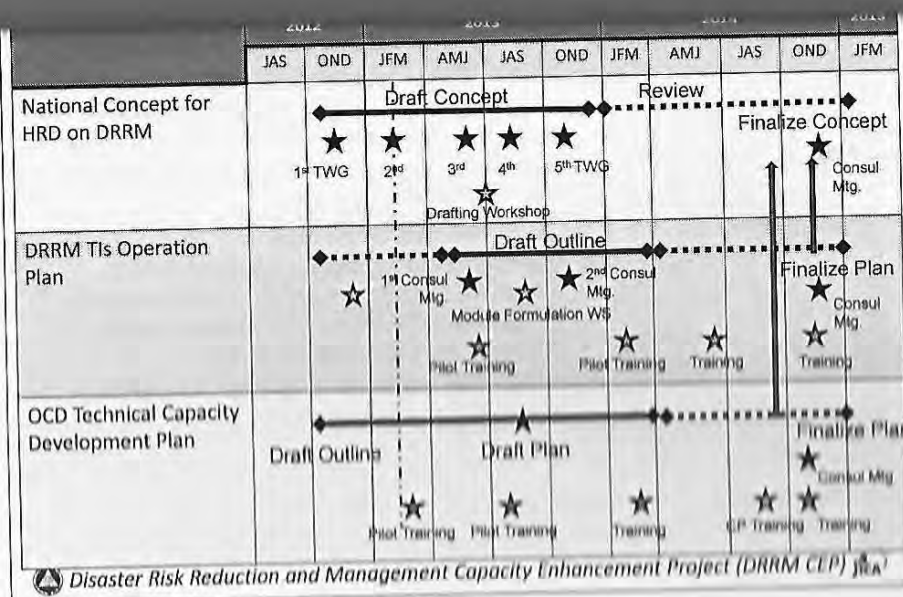
## 2. C) HRD Component

28

- Progress and Plan for Each Component
  - Planning Component
  - Operations Component
  - Human Resources Development Component
  - Community Based DRRM Component







Activity	Products and Achievements after the DRRM CEP	Achievements of the 1 <sup>st</sup> Year	Expected achievements of the 2 <sup>nd</sup> Year	Issues for 2 <sup>nd</sup> year
National Concept for HRD on DRRM	• National level concept of HRD on DRRM (for technical capacity building)	• Establishment of NDRRMC-JICA TWG on the Drafting of National Concept of HRD on DRRM	• Draft National Level Concept of HRD on DRRM (by end of Feb. 2014)	• Implementation of TWG meeting as scheduled with active participation of the members
DRRM TIs Operation Plan	• Operation plan for DRRM TIs with structured training program	• Finalization of Training Module for LCEs and LDRRMCs (by beginning of Mar)	• Draft Operation Plan for DRRM TIs (by end of Feb. 2014)	• Soft launching of DRRM TIs • Implementation of pilot trainings as planned
OCD Technical Capacity Development Plan	• Improved technical capacity development plan for OCD	• Pilot training for the Level 1 (basic) (scheduled on 27 Feb. - 1 Mar)	• Draft technical capacity development plan for OCD (by end of Feb. 2014)	• Implementation of the planned trainings and consultation meetings according to the schedule

## 2. C) HRD Component

35

## Major Activities: HRD Component



Establishment of NDRRMC-JICA TWG on the Drafting of National Concept of HRD on DRRM

✓1<sup>st</sup> TWG Meeting: 8 Nov. 2012  
✓2<sup>nd</sup> TWG Meeting: 13-14 Feb.



National Concept for HRD on DRRM



3-day Workshop to finalize DRRM Training Modules for LCEs and LDRRMCs for TIs (17-19 Dec. 2012)

Training Inventory Survey (on going)



DRRM TIs Operation Plan



Design of "Level 1" Training Program for OCD staff members

(\*The training will be conducted on 27 Feb. - 1 Mar. 2013.)



OCD Technical Capacity Development Plan

## 2. D) CBDRRM Component

36

2. Progress and Plan for Each Component
- A) Planning Component
  - B) Operations Component
  - C) Human Resources Development Component
  - D) Community Based DRRM Component



*Output:*

*Support system to Community based disaster risk reduction and management is strengthened.*

Major Products:

- *CBDRRM Guidelines*
- *Action (Promotion) Plan*

## Major Products

## Expected Effect

CBDRRM Guidelines	<p>➤ Appropriate utilization of the guidelines in CBDRRM activities will leads and foster the culture of safety and resiliency at all levels: community, municipal, city, and national.</p>
Action (Promotion) Plan	<p>The Action Plan will be the tools:</p> <ul style="list-style-type: none"> <li>• to promote and implement CBDRRM activities effectively and efficiently by government officials;</li> <li>• to monitor and evaluate the CBDRRM activities in Barangay and community level; and</li> <li>• to improve/ upgrade the CBDRRM through the monitoring and evaluation.</li> </ul>

## 2. D) CBDRRM Component

39

## Activities: CBDRRM Component

### Activities on PDM

- 4-1 Review previously conducted CDBRRM activities

### Major Activities

- 4-2 Prepare draft guidelines for implementation of CBDRRM activities

➤ Development of Draft Guidelines  
(1<sup>st</sup> year to 2<sup>nd</sup> year)

- 4-3 Conduct pilot CBDRRM activities based on draft guidelines

- Pilot testing for draft guidelines to verify the applicability (2<sup>nd</sup> year to 3<sup>rd</sup> year)

- #### 4-4 Finalize guidelines for CBDRRM Activities

### Finalize Guidelines (3<sup>rd</sup> year to 4<sup>th</sup> year)

- 4-5 Prepare action plans to implement CBDRRM activities nationwide

Development Action plans  
(3<sup>rd</sup> year to 4<sup>th</sup> year)

## 2. D) CBDRRM Component

40

### Officers and Experts in Charge: CBDRRM Component

- Responsible officers of OCD and JICA Experts

	OCD Officers in Charge	JICA Expert Team
Development of Guideline & Action plans	Ms. Lenie D.ALEGRE	Ms. Nomura
	Ms. Raquel G. DE LEON	Ms. Mayfourth
	Ms. Aurora DELA ROSA	Ms. Grace
	Ms. Romielyn NAZARENO	Mr. Ninoy

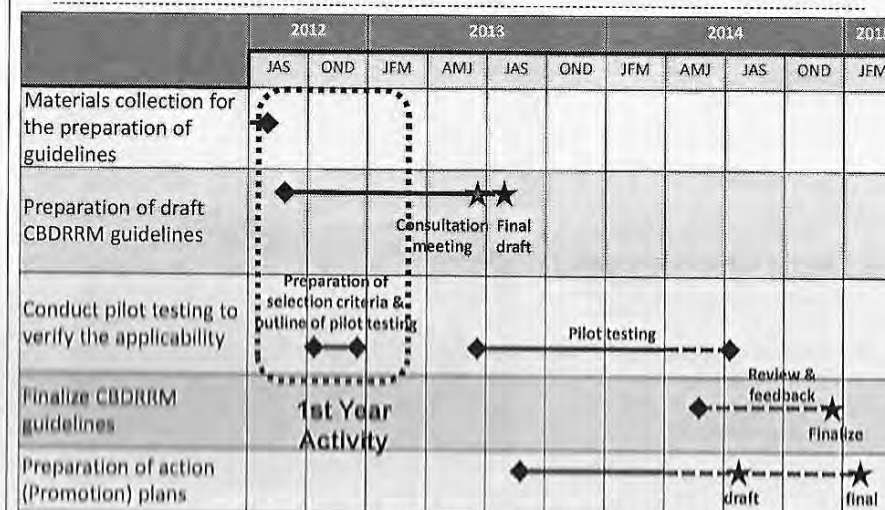
- **Related Organizations** (especially, those that conduct CBDRRM trainings in the Barangay level)
  - Department of Interior and Local Government (DILG)
  - Department of Social Welfare and Development (DSWD)
  - PAGASA, PHIVOLCS, DENR-MGB

## 2. D) CBDRRM Component

### 1) Achievement of the 1st Year

### 2) Plan of the 2nd Year

### 3) Issues



## 2. D) CBDRRM Component

43

## Summary : CBDRRM Component

Activity	Products and Achievements after the DRRM CEP	Achievements of the 1st Year	Expected achievements of the 2nd Year	Expectations and Issues for 2nd year
Materials collections for the preparation of guidelines	None	Analysis of existing materials-related CBDRRM	None	None
Preparation of draft CBDRRM guidelines	None	First draft of CBDRRM guidelines: Instructor's guide and toolkits	Finalize draft CBDRRM guidelines	To be changed
Conduct pilot testing to verify the applicability	None	Identified candidate regions & outline of pilot testing	To be changed	To be changed
Finalize CBDRRM guidelines	CBDRRM guidelines	None	To be changed	To be changed
Preparation of action (Promotion) plans	Action (Promotion) plans	None	To be changed	To be changed

## 2. D) CBDRRM Component

44

## Major Activities of 1st Year: Materials collections for the preparation of guidelines

### ■ Collect materials (169):

- Guidelines, training manuals, IEC materials, Course curriculum/ syllabus, Project/ Program Design, Documentation of good practices/ case studies and tool kit



Photo of some materials collected

### ■ Conduct interviews (56):

- NGAs (incl. regional and LGUs) and Non-NGAs (CSOs, Academe, private sector, and donors)

### ■ Analyze findings and recommendations through material collections and interviews



Ex. Module contents of materials

## Major Activities

4-1 Review previously conducted CDRRM activities

Activities on PDM

- Organize 1-day workshop for developing the guidelines
  - August 2, 2012
  - Participants from OCD counterparts including regional directors (NCR, III, IV-A)
  - Participants from selected NDRRMC member agencies
  - Outline of guidelines and the dissemination strategy were discussed and identified.



Photo of Workshop

**Target Users:** BDR/DRRMC members/officers  
**Primary beneficiaries:** BDR/DRRMC members/officers and Common People  
**Secondary beneficiaries:** Regional office of OCD/DRD and DRRM officers/staff from regional to municipality and CDRs  
**Dissemination Strategy:** Equip the community with practical knowledge, proper attitude, values and skills in DRRM  
**Specific Objectives:** To serve as a user-friendly guideline for disaster management in the community  
**Deliverables:** 1. Instruction's guide for BDR/DRRMC members  
 2. Tool kit to support instructor's guide  
 3. Family handbook

Outline of guidelines



First draft basic CDRRM Instructor's guide

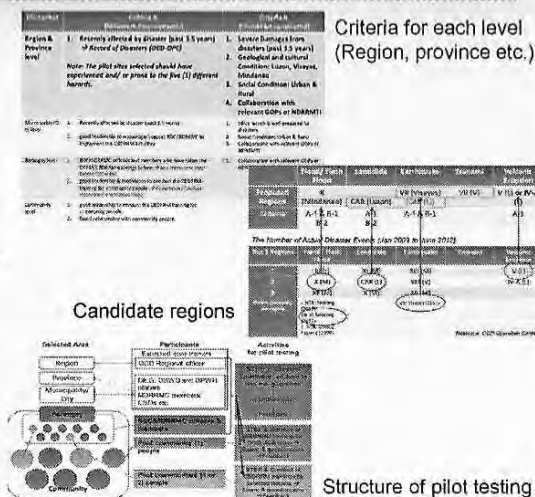
Appropriate utilization of the guidelines in CDRRM activities will lead to foster the culture of safety and resiliency at all levels: community, municipal, city and national

Major Products

Expected Effect

## Preparation of pilot testing for the draft guidelines

- Identify each selection criteria for the pilot communities (Region, Province, City/Municipality, Barangay, Community)
- Identify candidate regions
- Develop the outline of pilot testing



## 2. D) CDRRM Component

47

## 2. D) CDRRM Component

## 1) Achievement of the 1st Year

## 2) Plan of the 2nd Year

## Proposal of revision of activity

## 3) Issues

## 2. D) CDRRM Component

48

## New approach of CDRRM Activities: Proposal

Activities of CDRRM component proposed to be shifted more focus on the capacity enhancement of municipality/city/barangay level government officials.

## Comparison of Activities

	Current	Proposal
<b>Concept</b>	Encourage communities to implement CDRRM activities	Capacity Building of C/MDRRMC and Barangay to promote/ implement CDRRM activities
<b>Approach</b>	Bottom-up approach from community (Encourage of community activity)	Holistic approach by combining policy formulation, educate C/MDRRMC & Barangay and encouraging community level activities
<b>Products</b>	<ul style="list-style-type: none"> <li>• CDRRM basic guidelines</li> <li>• Action (Promotion) Plan</li> </ul>	<ul style="list-style-type: none"> <li>• CDRRM requirements in C/MDRRMP</li> <li>• CDRRM training course in NDRRMTI</li> <li>• CDRRM basic guidelines</li> <li>• Action (Promotion) Plan</li> </ul>



Major Products	Expected Effect
CBDRRM Guidelines	➤ Appropriate utilization of the guidelines in CBDRRM activities will lead and foster the culture of safety and resiliency at all levels: community, municipal, city, and national.
Action (Promotion) Plan	The Action Plan will be the tools: <ul style="list-style-type: none"> <li>to promote and implement CBDRRM activities effectively and efficiently by government officials;</li> <li>to monitor and evaluate the CBDRRM activities in Barangay and community level; and</li> <li>to improve/ upgrade the CBDRRM through the monitoring and evaluation.</li> </ul>
CBDRRM requirements in C/MDRRMP	• Evidence and base for implementing CBDRRM activities for C/MLDRMC members and it eventually promote the CBDRRM activities for resilient community.
CBDRRM training course in NDRRMTI	• Participants of training course will acquire proper knowledge of CBDRRM and are expected as leaders for CBDRRM promotion.

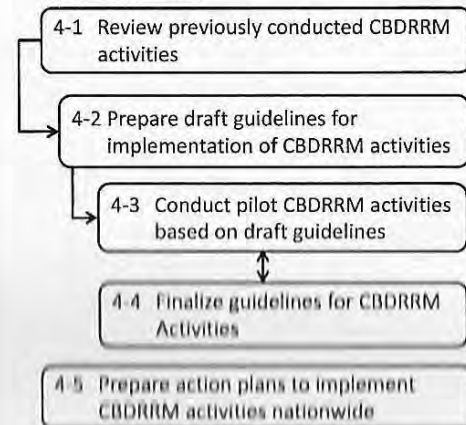
## 2. D) CBDRRM Component

51

### CBDRRM Component: Activity's Timeframe (Based on the proposal)

	2012		2013				2014				2015
	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS	OND	JFM
Preparation of CBDRRM requirements which should be written in C/MDRRMP				★	★	★					
Preparation of CBDRRM Training course as a part of TI Program				★	★	★	★	★	★	★	★
Preparation of CBDRRM basic guidelines	★						★	★		★	
Preparation of CBDRRM promotion plan								★	★	★	★

### Activities on PDM



### Major Activities

- Development of Basic CBDRRM Guidelines (1<sup>st</sup> year: Draft, 2<sup>nd</sup> & 3<sup>rd</sup> Year: Finalize)
- CBDRRM requirements in C/MDRRMP (2<sup>nd</sup> Year)
- CBDRRM training course in NDRRMTI (2<sup>nd</sup> & 3<sup>rd</sup> Year)

Preparation of CBDRRM (promotion) plan (3<sup>rd</sup> Year)

## 2. D) CBDRRM Component

52


### Summary : CBDRRM Component

Activity	Products and Achievements after the DRRM CEP	Achievements of the 1 <sup>st</sup> Year	Expected achievements of the 2 <sup>nd</sup> Year	Issues for 2 <sup>nd</sup> year
Preparation of CBDRRM requirements which should be written in C/MDRRMP	• CBDRRM requirements to be incorporated with C/ MDRRMP (during DRRM CEP)	• N/A (New activity from the 2 <sup>nd</sup> year)	• Preparation of template of CBDRRM requirements under C/MDRRMP (Sep 2013)	• Close coordination with planning component
Preparation of CBDRRM Training course as a part of TI Program	• CBDRRM training course to be conducted	• None (New activity from the 2 <sup>nd</sup> year)	• Preparation of draft module of CBDRRM training course (for C/MDRRMP and for Barangay, Mar 2014) • Preparation of pilot testing (1 community, Mar 2014)	• Selection criteria for priority areas for CBDRRM Training course • Close coordination & corroboration with HRD component • Utilization mechanism of existing system (policy and technical support) and budget
Preparation of CBDRRM basic guidelines	• CBDRRM activities to be conducted	• First draft of CBDRRM guidelines: Instructor's guide and toolkits	• Finalization of draft CBDRRM guidelines (Instructor's guide, toolkit and family handbook, Feb 2014)	• Involvement of other agencies
Preparation of CBDRRM promotion plan	• CBDRRM plan to be updated • Monitoring & evaluation	• N/A	• N/A	• N/A

- DRRM Summit
- 5<sup>th</sup> JCC Meeting: End of May, 2013

### Messages from the JICA Project Expert Team



- *Appreciations for 1st Year*
- *Highlighted Issues for 2nd Year*
- *3Message for 2nd Year*

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) 

- Confirmation of the 1st year's achievement
- Comments, recommendations and concerns for the

### Appreciations for 1st Year

- C/P's hard work with 24/7 responsibilities is highly appreciated. They should take more pride in their works and responsibilities.
- C/P can faithfully and cooperatively work with the Project Expert Team members under time constraints for unexpected and urgent works.
- C/P can make very active discussion for the given themes with a lot of unique and/or creative ideas.

 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) 

55

### Messages from the JICA Project Expert Team (2/3)

#### Highlighted Issues for 2nd Year

(Overall Activity)


More leadership of OCD is expected for the implementation of the project activities.

(Information Component)

C/P is expected to proceed the development of NDRP for other disasters by their initiative, after the preparation of DRP for Hydro-met disaster on Sep 2013.

(DRRM Component)

Close coordination with planning component and HRD component (as well as planning div. and training div.) is necessary for revised CBDRRM activity.



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) 

56

### Messages from the JICA Project Expert Team (3/3)

#### Message for 2nd Year

- The Project Expert Team would like to give C/P more opportunities to lead the implementation of project activities.
- The Project Expert Team strongly hope that our joint works will contribute to more effective and efficient attainment.

 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) 

- Confirmation of the 1st year's achievement
- Comments, recommendations and concerns for the 2nd year's activity
- Approval for the activities of the 2nd year

- DRRM Summit
- 5<sup>th</sup> JCC Meeting: End of May, 2013
- Counterpart Meeting
  - March 1, 2013 9:30am (the last CP meeting of the 1<sup>st</sup> Year)
  - May (before JCC meeting, the first CP meeting of the 2<sup>nd</sup> Year)

59

## Closing Address and Vote of Thanks

- Usec. Eduardo D. Del Rosario  
*Executive Director, NDRRMC and Administrator, OCD*

60

Thank you  
Salamat po

**MINUTES OF MEETING  
BETWEEN  
THE JAPANESE MID-TERM REVIEW TEAM  
AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE PHILIPPINES  
ON  
JAPANESE TECHNICAL COOPERATION FOR THE PROJECT  
FOR  
DISASTER RISK REDUCTION AND MANAGEMENT  
CAPACITY ENHANCEMENT PROJECT  
IN THE PHILIPPINES**

The Japanese Mid-term Review Team (hereinafter referred to as "the Team"), organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Ms. Sachiko Takeda, visited the Philippines from September 29 to October 19, 2013 for the purpose of conducting Mid-term Review on the Japanese technical cooperation Project, entitled, "Disaster Risk Reduction and Management Capacity Enhancement Project" (hereinafter referred to as "the Project").

During the Team's stay in the Philippines, the Japanese Team, the Philippine counterparts and related agencies had a series of discussions and exchanged views on the Project.

As a result of the intensive study and analysis of the activities and achievements of the Project, the Team prepared the Mid-team Review Report (hereinafter referred to as "the Report") attached hereto (Annex I) and presented it to the Joint Coordinating Committee (hereinafter referred to as "the JCC") held on October 18, 2013.

After discussions in respect to recommendations and issues for the successful implementation of the Project, the JCC approved the contents of the Report and the respective representatives from the Philippine side and the Japanese side agreed to the matters referred to in the documents attached hereto.

Manila, October 18, 2013



Ms. Sachiko Takeda

Leader

Mid-term Review Team

Japan International Cooperation Agency



Mr. Romeo F. Fajardo

Civil Defense Deputy Administrator

Office of Civil Defense

Republic of the Philippines



## THE ATTACHED DOCUMENT

Based on the recommendations made in the Mid Term Review, both sides agreed to tackle the following matters;

### 1. General

#### 1) Revision of Project Design Matrix

In order to clarify the Project design, both sides agreed that all the counterparts (CPs) as attached (Annex II) participate in the Project Cycle Management Workshop, revise the Project Design Matrix, and will be agreed at JCC which will be held by the end of November 2013.

#### 2) Project Management

All four components are integral parts of DRRM. In order to have a common understanding of the overall situations and directions of the project, both sides agreed that the cross sectional monthly CP meeting should be attended by all the counterparts as attached (Annex II).

#### 3) Assignment of Personnel

In order to successfully complete the project, both sides agreed to ensure the current CPs would continue to be assigned for their project activities until the end of the project duration.

### 2. Planning Component

The conduct of the “sunset review” is critically important to effectively implement DRRM activities based on the NDRRMP in a sustainable manner. OCD will set the scope of the “sunset review” by the end of 2013. Based on the scope, both sides will clarify the scope of monitoring and evaluation of the NDRRMP, RDRRMPs and LDRRMPs to be conducted under the Project.

To ensure the quality of LDRRMP with the use of the template for four thematic areas, both sides agreed that OCD would support LGUs to upgrade LDRRMPs utilizing the experiences obtained through the development of LDRRMPs in Region II.

### 3. Operation Component

As a number of natural disasters triggered by flood and earthquake accounts for more than 90% of all the natural disasters in the Philippines, OCD explained that it is necessary to prepare the NDRP on earthquakes and tsunamis in addition to the NDRP on hydro-meteorological disasters. OCD expressed that in the process of preparation of the NDRP on tsunamis and earthquakes OCD would use the experiences obtained through the development of the NDRP on hydro-meteorological disasters.

OCD makes best effort to ensure the NDRP will be approved by NDRRMC.





#### 4. Education and Training component

In order to accelerate the activities regarding TI, OCD agreed to share JICA the draft operationalization plan of TI and its strategy on how to standardize training and education programs by the 15<sup>th</sup> December 2013.

In order to ensure the successful implementation of TI programs, both sides agreed that OCD shall promote cooperation with other training providers and government agencies.

#### 5. CBDRRM Component


Both sides agreed the following points;

- 1) to institute measures on how to use risk information available to C/M LGUs to implement CBDRRM activities effectively before pilot-testing.
- 2) to propose public policy framework("concept paper") which ensures CBDRRM activities are sustainably implemented.

In addition, the Philippine side explained the necessity to finalize the CBDRRM guidelines earlier than previously agreed in order to prepare a training material for TI activities as well as strengthen cooperation among relevant agencies. Both sides agreed the CBDRRM guidelines shall be finalized by the end of March 2014, involving stakeholders including users of the guidelines. Both sides also agreed that public policy framework ("concept paper") shall be developed prior to the finalization of the CBDRRM guidelines.

Annex I: Joint Mid-term Review Report

Annex II: Counterpart List

A large, stylized handwritten signature in black ink, likely belonging to a representative of the Philippine side, is written across the bottom of the page.A small, handwritten mark or signature, possibly a checkmark or a small 'A', is located in the bottom right corner of the page.

## **ANNEX 1**

# **MID-TERM REVIEW REPORT ON DISASTER RISK REDUCTION AND MANAGEMENT CAPACITY ENHANCEMENT PROJECT (DRRM-CEP)**

**JOINT MID-TERM REVIEW TEAM**

**OCTOBER 2013**

Table of Contents

**1.Introduction** ..... 4

    1.1 Background ..... 4

    1.2 Framework of the Project..... 4

**2 Mid-term Review** ..... 4

    2.1 Objectives of the mid-term review ..... 4

    2.2 Members of the Joint mid-term review team ..... 4

    2.3 Method of mid-term review ..... 5

**3 Achievements of the Project** ..... 6

    3.1 Inputs..... 6

    3.2 Achievements of Activities ..... 8

    3.3 Achievements of Outputs..... 13

    3.4 Implementation Process ..... 19

**4 Evaluation by five criteria** ..... 20

    4.1 Relevance ..... 20

    4.2 Effectiveness ..... 20

    4.3 Efficiency ..... 21

    4.4 Impact ..... 22

    4.5 Sustainability..... 22

**5 Conclusions** ..... 23

**6 Recommendations** ..... 23

Appendices

- Appendix 1: Project Design Matrix
- Appendix 2: Schedule of Mid-term review
- Appendix 3: List of workshops organized by DRRM-CEP
- Appendix 4: List of Counterpart Personnel



Abbreviations and Acronyms

CBDRRM	Community Based Disaster Risk Management
CP	Counterpart Personnel
CSO	Civil Society Organization
DBM	Department of Budget and Management
DILG	Department of the Interior and Local Government
DRRM	Disaster Risk Reduction and Management
DRRM-CEP	Disaster Risk Reduction and Management Capacity Enhancement Project
DSWD	Department of Social Welfare and Development
DRRMO	The Office of Disaster Risk Reduction and Management
GOP	the Government of the Philippines
HRD	Human Resource Development
JCC	Joint Coordination Committee
JFY	Japanese Fiscal Year
JICA	Japan International Cooperation Agency
IMS	Information Management System
LGU	Local Government Unit
LMP	Leagues of Municipalities of the Philippines
LPP	League of Provinces of the Philippines
MTPDP	Medium Term Philippine Development Plan
NEDA	National Economic and Development Authority
NDRP	National Disaster Response Plan
NDRRMC	National Disaster Risk Reduction and Management Council
NDRRMP	National Disaster Risk Reduction and Management Plan
OCD	Office of Civil Defense
PAGASA	Philippine Atmospheric, Geophysical and Astronomical Services
PDM	Project Design Matrix
PHIVOLCS	Philippine Institute of Volcanology and Seismology
RD	Regional Director
R/D	Record of Discussions
TI	Training Institute
TWG	Technical Working Group
ULAP	Union of Local Authorities of the Philippines
UN-OCHA	The United Nations Office for the Coordination of Humanitarian Affairs



## 1. Introduction

### 1.1 Background

The Republic of the Philippines is one of the very vulnerable countries to various natural disasters in Southeast Asia, such as floods, typhoons, landslides, earthquakes and volcanic eruptions. Recently, the Government of the Philippines (GOP) shifted its policy and approach from post disaster response to proactive disaster management, focusing on mitigation and preparedness.

It is in this context that the DRRM Act of 2010 (RA No. 10121) was enacted in May 2010, creating a legal framework where a new approach, Disaster Risk Reduction and Management (DRRM), was introduced. Under the DRRM Act, the National Disaster Risk Reduction and Management Council (NDRRMC) is the highest decision-making body. The DRRM Act requires NDRRMC to develop the National Disaster Risk Reduction and Management Plan (NDRRMP) and the Offices of DRRM (DRRMO) set up at the provincial and local government unit levels are required to develop their respective Local DRRM Plans (LDRRMP) to implement DRRM activities.

In order to expedite DRRM activities under the new framework, it is necessary to strengthen the capacity of the Office of Civil Defense (OCD), which is appointed as the central and leading organization for DRRM activities.

### 1.2 Framework of the Project

The framework of DRRM-CEP is as follows:

(1) Overall Goal

DRRM activities conducted by organizations of the GOP are improved.

(2) Project Purpose

Capacity on DRRM of OCD is strengthened.

(3) Outputs

1. Planning and implementing capacity of OCD on DRRM is strengthened.
2. DRRM activities including information management are standardized.
3. Human resources development plan for DRRM is developed.
4. Supporting system to Community Based Disaster Risk Management (CBDRRM) is strengthened.

The Project Design Matrix (PDM) of DRRM-CEP is shown in Annex 1.

## 2 Mid-term Review

### 2.1 Objectives of the mid-term review

The mid-term review was conducted from 30<sup>th</sup> September to 19<sup>th</sup> of October 2013 for the following objectives:

- 1) To verify the level of achievements and performance of DRRM-CEP based on the Record of Discussions (R/D), Plan of Operations (P/O), and Project Design Matrix (PDM),
- 2) To evaluate the Project based on five evaluation criteria, and
- 3) To draw useful recommendations to the Project and lessons learned for future projects.

### 2.2 Members of the Joint mid-term review team

(1) Philippine side:

	Name	Position/ Organization
1	Ms Romina B. Marasigan	Public Affairs Office
2	Mr. Francis Pedro P. Rodriguez	NDRRMC-Service

(2) Japanese side:

	Name	Field	Position/ Organization
1	Ms Sachiko Takeda	Leader	Senior Representative, Human Security Group, JICA Philippine Office
2	Mr. Takaaki Kusakabe	DRRM	OCD policy advisor
3	Ms Junko Mimaki	Evaluation Planning	Disaster Management Group 2, Global Environment Department, JICA
4	Mr. Kaneyasu Ida	Evaluation Analysis	Senior Consultant, Tekizaitekisho Organization

The schedule of the mid-term review is shown in Annex 2.

### 2.3 Method of mid-term review

The mid-term review was conducted in the following manner:

- (1) To review the project's achievements and implementation process, based on such documents as the detailed project design study report, monthly reports and annual report
- (2) To prepare questionnaires and receive the views of the counterparts on the performance of the project and critical issues for the successful completion of the project
- (3) To interview stakeholders (Counterparts of OCD, NDRRMC member organizations, the participating organizations of pilot activities and other relevant organizations)
- (4) To evaluate the project from the following perspectives as shown in the table below, based on the collected information and findings:

Criteria	Viewpoints and definitions
Relevance	Relevance is referred to as the validity of the Project Purpose and the Overall Goal in terms of compliance with the development policy of the GOP as well as the needs of beneficiaries.
Effectiveness	Effectiveness is referred if the expected benefits of the Project have been achieved as planned and if the benefits were brought about as a result of the Project (not of the external factors).
Efficiency	Efficiency refers to the productivity of the implementation process and efficient conversion of the inputs of the desired output.
Impact	Impact refers to direct and indirect, positive and negative impacts caused by implementing the Project including the extent of the prospect of the achievement of the Overall Goal.
Sustainability	Sustainability refers to the likelihood of the Project output to be sustained and further developed by the recipient organization(s) after the project period. The prospect of project sustainability is judged by looking into the recipient country's policies, technical, financial and organizational aspects.

- (5) To draft and revise the joint mid-term review report through consultations and discussions with relevant organizations. The results of the evaluation were judged on the four scales from "very high" to "high", "there are some issues" and "low".



### 3 Achievements of the Project

#### 3.1 Inputs

##### (1) Japanese Side

##### 1) Experts

The total of 15 experts was dispatched for DRRM-CEP in the four fields of expertise. The total length of their assignments was 51.27 MM.

Experts dispatched for the Project (March 2012 – September 2013)

Fields of Expertise	Nos. of Experts	Total Persons in Month (MM)
Short-term expert:		
Team Leader/ DRRM Planning (1 <sup>st</sup> Year)	1	6.17
Team Leader (2 <sup>nd</sup> Year)	1	0.90
DRRM Planning (2 <sup>nd</sup> Year)	1	2.87
LDRRMP (2 <sup>nd</sup> Year)	2	3.13
Deputy Team Leader/ DRRMP Operation (1) (1 <sup>st</sup> Year)	1	2.50
Deputy Team Leader/ CBDRRM (1) (2 <sup>nd</sup> Year)		1.43
DRRMP Operation (2) (1 <sup>st</sup> Year)	1	5.50
Deputy Team Leader/ DRRMP Operation (2 <sup>nd</sup> Year)		2.37
IMS	1	2.00 + 2.07 = 4.07
DRRM Technology	1	2.00 + 0.67 = 2.67
HRD	2	3.83+1.33+ 1.90 = 7.06
CBDRRM (1 <sup>st</sup> Year)	1	5.00
Training Plan / CBDRRM (2) (2 <sup>nd</sup> Year)	1	1.50
Coordinator / DRRM Planning 2 (1 <sup>st</sup> Year)	1	5.60
Coordinator / DRRM Planning 2 (2 <sup>nd</sup> Year)	1	0.50
Total	15	51.27

(Source: DRRM-CEP Expert Team)

##### 2) Operation cost

The Japanese side provided the operation cost of 67.9 Million Japanese yen (approximately 29.9 Million Pesos) for project implementation (The amount does not include experts' remunerations and the costs of counterpart training in Japan).

Operation Cost (March 2012 – September 2013)

No	Items	JFY 2012	JFY 2013	Total
1	International Airfare and Lodging (experts)	18,916,000	12,851,590	31,767,590
2	Local Staff Salary	7,426,610	8,554,724	15,981,334
3	Communication and Excess Fees	80,174	58,460	138,634
4	Local Travel, Rent a Car	3,359,152	5,921,445	9,280,597
5	Documentation	146,000	0	146,000
6	Consumables	671,895	827,103	1,498,998
7	Equipment	1,613,000	0	1,613,000
8	Local Consultant Fees	3,066,000	0	3,066,000
9	Training Related Expense (Philippines)	1,679,586	2,247,171	3,926,757
10	Training Related Expense (Japan)	0	504,051	504,051
	Total	36,958,000	30,964,544	67,922,544

(Source: DRRM-CEP Project Office) Unit: Japanese Yen

### 3) Training in Japan

One batch of counterpart training was organized to observe and learn DRRM activities in Japan.

Training Conducted in Japan

Training	Sites Visited	Number of Participants	Duration (days)
1 <sup>st</sup> batch	Hokudan Earthquake Memorial Park/Disaster Reduction and Human Renovation Institution/Mikisogo Park, Ministry of Land, Infrastructure, Transport and Tourism Kinki Division Rokko Sabo Office/Ishinomaki City/Minamisanriku Town/Ministry of Land, Infrastructure, Transport and Tourism Tohoku Regional Bureau/the Tokyo Rinkai Disaster Prevention Park etc.	4	7
Total		4	7

(Source: DRRM-CEP Project Office)

### 4) Seminars and Workshops

DRRM-CEP supported OCD and organized various workshops and seminars, participated in by relevant organizations, to produce project's outputs. The detailed list of workshops and seminars is shown in Annex 3.

#### (2) Philippine Side

##### 1) Assignment of counterpart personnel

The total number of counterpart personnel is 29 as of September 2013. Due to transfer of staff and re-organizing within OCD, the turnovers of counterpart personnel were very frequent.

Composition of counterpart personnel by organization (As of September 2013)

CP organizations	The number of Counterpart personnel	
	CP	Total number of staff
Component 1 (Planning)	6	12
Component 2 (Operations)	8	27
Component 3 (Training and Education)	7	16
Component 4 (CBDRRM)	7	21
Chairperson	1	1
Total	29	77

(Source: DRRM-CEP expert team)

The list of counterparts is shown in Annex 4.

##### 2) Operation cost

The main expenses shouldered by the Philippine side for the implementation of DRRM-CEP included accommodation and travel costs and honorarium for external participants and resource persons for workshops and write-shops for the LDRRMP, the National Disaster Response Plan (NDRP), training programs, etc. The Philippine side also provided office space for the expert team, and shouldered utility costs.



### 3.2 Achievements of Activities

The table below shows main progress and achievements of DRRM-CEP during the first half of the project duration and the remaining activities to be conducted during latter half of the project duration. The status indicates the level of achievement for each activity on a scale from A to D (A: completed and/or officially approved, B: almost completed and/or being on the process of getting official approval, C: completed more than 50% (50% $\geq$ ), D: completed less than 50%)

Activities	Status	Progress and achievements	Remaining activities
<b>Component 1: Planning</b>			
1-1 Review and Enhance NDRRMP.	D	<ul style="list-style-type: none"> <li>The NDRRMP was formulated and officially approved by NDRRMC in February 2012 prior to the commencement of the project.</li> </ul>	<ul style="list-style-type: none"> <li>Sunset review of DRRM Act is required within five years by Philippine Disaster Risk Reduction and Management Act (RA No.10121). If the Project includes this activity, it will be conducted at the latter stage of the project duration.</li> </ul>
1-2 Facilitate the possible sub-national and local level legislation process of plans prepared through the Project for effective implementation	C Prepared (4/4 resolutions)	<ul style="list-style-type: none"> <li>All the target organizations (two provinces and one city and one municipality) have prepared their respective resolutions and the resolutions will be approved by respective councils in a few months.</li> </ul>	<ul style="list-style-type: none"> <li>The LDRRMPs have not been approved by Councils. OCD Still needs to observe the process till final approval of Plans.</li> </ul>
1-3 Formulate Regional DRRM Plan (RDRRMP)	A Completed (1/1 plan)	<ul style="list-style-type: none"> <li>DRRM-CEP held small group meetings and a "mini-workshop for development of RDRRMP" to confirm the concept and structure of the RDRRMP in 2012.</li> <li>DRRM-CEP supported a series of workshops and Technical Working Groups (TWG), inviting regional DRRMC Members in Region-II. The RDRRMP (R-II) was basically approved by RDRRMC in May 2013.</li> </ul>	
1-4 Formulate Provincial DRRMP and LGU DRRMP for selected province(s)	B Completed (4/4 plans)	<ul style="list-style-type: none"> <li>DRRM-CEP helped the selected LGUs to organize a series of workshops, TWGs and coordination meetings with relevant organizations to draft their respective DRRM plans. The developed plans are scheduled to be approved by respective LDRRMC by October-November 2013 respectively.</li> </ul>	
1-5 Guide DRRM related government agencies in	D On-going by	<ul style="list-style-type: none"> <li>According to the survey conducted by DRRM-CEP, all the NDRRMC member organizations have designated a focal</li> </ul>	<ul style="list-style-type: none"> <li>Statuses of establishment of LDRRMOs shall be executed.</li> </ul>

the establishment of DRRMO	OCD Initiative	person, yet not all the organizations have established DRRMOs in the selected province.	<ul style="list-style-type: none"> <li>● Inter-governmental coordination is necessary to promote the establishment of DRRMOs.</li> <li>● The scope of and the criteria for monitoring need to be clarified.</li> <li>● Development of monitoring system for LDRRMPs is not mentioned in the PDM. OCD needs to conduct the Sunset review while DRRM-CEP will support the review for selected regions and data collection. The results can be used for revision of the NDRRMP and the DRRM Act.</li> </ul>
Component 2: Operations			
2-1 Identify the relevant organizations and their roles in DRRM activities	A Completed	<ul style="list-style-type: none"> <li>● DRRM-CEP conducted survey on OCD and other 23 organizations related to DRRM and studied their roles according to the existing plans and manuals.</li> </ul>	<ul style="list-style-type: none"> <li>● Roles in DRRM to be added may be identified through the NDRP for other natural disasters (See Activity 2-3.)</li> </ul>
2-2 Identify the necessary human resources, equipment and facilities for DRRM activities	A Completed	<ul style="list-style-type: none"> <li>● DRRM-CEP conducted survey to OCD central and regional offices to understand the current activities and needs for equipment including information system and human resources.</li> </ul>	<ul style="list-style-type: none"> <li>● After development of IMS, new challenges of OCD may be prepared in the Project.</li> </ul>
2-3 Identify priority areas of standardized guidelines and operation manuals	A Completed	<ul style="list-style-type: none"> <li>● DRRM-CEP studied all the existing guidelines and operation manuals and identified priority activities to standardize guidelines and operation manuals. (NDRP and OCD Operation Manual(s) were selected for 2-4 and 2-5.)</li> </ul>	
2-4 Develop National Disaster Response Plan (hereinafter referred to as "NDRP")	B Almost completed	<ul style="list-style-type: none"> <li>● Through the activities 2-1, 2-2 and 2-3, the development of the NDRP was selected. The NDRP was drafted, in close cooperation with Department of Social Welfare and Development (DSWD), the main agency responsible for response, and the UN-OCHA, the key support agency for relief actions in case of disasters, through workshops and consultations with relevant agencies. As a result, the draft NDRP composed of 7 Clusters of hydro-meteorological disaster was produced.</li> </ul>	<ul style="list-style-type: none"> <li>● OCD will lead the development of the NDRP for tsunami and earthquakes while DRRM-CEP provides some inputs such as Japanese experience and organizing workshops.</li> </ul>
2-5 Improve National and Regional operation manual(s) for OCD	D		<ul style="list-style-type: none"> <li>● OCD requests the development of the OCD's holistic operation manual. As of now, Operations Division is preparing tentative</li> </ul>

			schedule for Development subject for support by DRRM-CEP. DRRM-CEP will support the development of the Holistic National Operation Manual.
2-6 Develop information management system for DRRM activities	C	<ul style="list-style-type: none"> <li>● DRRM-CEP formulated the concept of IMS and the development of the IMS based on Three (3) database (Responder, Incident and Historical database) with Web-GIS system is underway. DRRM-CEP also coordinated with other agencies to collect necessary data (e.g., historical and geographical data on disasters, information on regional centers) and conducted GIS training.</li> </ul>	<ul style="list-style-type: none"> <li>● The IMS for response is scheduled to be introduced by February 2014, covering all the regions.</li> <li>● The developed IMS shall be improved and updated by Drill and on-the-job training (2-7 and 2-8).</li> </ul>
2-7 Conduct drills based on NDRP and operation manual(s)	D		<ul style="list-style-type: none"> <li>● Drills will be conducted at various areas in the country to validate the effectiveness of NDRP and the IMS in 2014.</li> </ul>
2-8 Review and revise NDRP and operation manual(s)	D		<ul style="list-style-type: none"> <li>● Based on the results of the drills, DRRM-CEP will revise the NDRP and submit it to NDRRMC for approval.</li> </ul>
<b>Component 3: Human Resource Development</b>			
3-1 Formulate national level concept of human resources development (for technical capacity building) on DRRM	B	<ul style="list-style-type: none"> <li>● Education and Training Division and Human Resource management and Development Division of OCD are participating in the project. Through workshops, write-shops and consultation meetings, DRRM-CEP identified necessary competencies in accordance with the mandates of relevant agencies and drafted the national level concept of education and training.</li> <li>● DRRM-CEP conducted survey on forty DRRM training activities conducted by various agencies in the past. Based on the survey, DRRM-CEP set the standard training and education programs and courses for six target groups (national government agencies, Local Government Units (LGUs), communities and CSOs, academe, private sector and the media)</li> </ul>	<ul style="list-style-type: none"> <li>● The concept will be a part of the National DRRM and Civil Defense Education and Training Plan.</li> <li>● DRRM-CEP will further support to improve the national training and education program.</li> <li>● The plan is expected to be finalized by the end of the first quarter of 2014 and submitted to NDRRMC for approval.</li> </ul>
3-2 Develop operation plan including structured training program for	C	<ul style="list-style-type: none"> <li>● DRRM-CEP support OCD to develop the training program, DRRM101: "Local DRRM: Leadership, sourcing, and management of resources", consisting of 10 modules. For</li> </ul>	<ul style="list-style-type: none"> <li>● The developed training program will be implemented in the pilot area within this year for validation and further improvements.</li> </ul>

DRRM TI along with implementation and review of priority programs/training courses.		<ul style="list-style-type: none"> <li>the purpose, write-shop was organized three times, involving other relevant agencies such as DILG.</li> <li>The scope under 3-2 is limited to the development of priority programs. The development of the operation plan itself is not included in the scope of the project.</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 29 programs need to be developed for four target groups (LGU, NGA, the private sector including the media and academe, and CBDRRM).</li> <li>OCD prioritizes basic training for three other target groups and DRRM-CEP and OCD will decide how many programs should be decided.</li> </ul>
3-3 Improve technical capacity development plan for OCD including implementation and review of priority programs/training courses.	B	<ul style="list-style-type: none"> <li>Prior to the commencement of DRRM-CEP, OCD conducted organizational assessment. To complement and update the assessment, DRRM-CEP conducted capacity assessment of OCD. Based on the results, DRRM-CEP drafted the Civil Defense Career Development Program for three levels (basic, advanced and expert).</li> <li>Two (2) training courses (basic and advanced) were conducted by OCD.</li> </ul>	<ul style="list-style-type: none"> <li>The Civil Defense Career Development Program will be finalized and submitted to OCD by the end of 2013.</li> <li>OCD will develop at least one more prioritized course with assistance of DRRM-CEP.</li> </ul>
Component 4: CBDRRM			
4-1 Review previously conducted CBDRRM activities	A Completed	<ul style="list-style-type: none"> <li>CBDRRM team visited 56 agencies and collected 169 materials and produced the outline and the dissemination strategy of the instructor's guidelines on basic responses for CBDRRM.</li> </ul>	
4-2 Prepare draft guidelines for implementation of CBDRRM activities	B/C On-going	<ul style="list-style-type: none"> <li>Based on the 4-1 activity, CBDRRM team drafted the Instructor's guidelines with toolkit in September 2012.</li> <li>Through discussion between the expert team and the CPs, DRRM-CEP decided to prepare the CBDRRM training program for TI based on the concept paper.</li> <li>CBDRRM training courses for TI includes the module for the course. The instructor's guidelines is a part of this module.</li> <li>Draft final version of the instructor's guidelines will be prepared in 2013.</li> </ul>	<ul style="list-style-type: none"> <li>The CBDRRM training course in TI with modules including the guidelines will be validated after the pilot activities.</li> </ul>
4-3 Conduct pilot CBDRRM activities based on draft guidelines	D Not yet conducted	<ul style="list-style-type: none"> <li>The CBDRRM training course in TI will be conducted as the pilot activity to evaluate the training course with module including the instructor's guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Pilot CBDRRM activities were originally scheduled in 2012, but postponed to after April 2014. An early implementation is requested by OCD.</li> </ul>

			<ul style="list-style-type: none"> <li>Based on the results of pilot activities, the effectiveness of the action plan shall also be confirmed.</li> </ul>
4-4 Finalize guidelines for CBDRRM Activities	D Not yet conducted	<ul style="list-style-type: none"> <li>The CBDRRM training course for TI with module including the instructor's guidelines will be finalized based on the pilot activity.</li> </ul>	<ul style="list-style-type: none"> <li>The instructor's guidelines will be submitted to NDRRMC for approval, after pilot activities. Once approved, NDRRMC will issue memorandum circular to notify the instructor's guidelines to all relevant agencies.</li> </ul>
4-5 Prepare action plans to implement CBDRRM activities nationwide	B/C (Draft Concept was Prepared, draft CBDRRM requirement were prepared. On-going)	<ul style="list-style-type: none"> <li>Through discussions between the expert team and the CPs, DRRM-CEP decided to prioritize the preparation of the guiding policy (national level concept paper) for CBDRRM, which includes roles of LGUs. The concept paper is necessary to effectively introduce the CBDRRM training course in TI including Instructor's guidelines.</li> <li>It was also decided that some descriptions on CBDRRM had to be included in LDRRMP to ensure LGUs to play their roles on CBDRRM.</li> </ul>	<ul style="list-style-type: none"> <li>The national level concept paper and CBDRRM requirements for LGUs shall be approved by TMG by February 2014.</li> <li>Based on the effectiveness of pilot CBDRRM activities, the concept can also be evaluated and the action plans will be prepared based on the concept paper.</li> </ul>

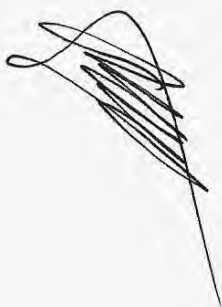


### 3.3 Achievements of Outputs

The Project's achievements in accordance with the PDM are shown in the table below. The status indicates the level of achievement for expected, main outputs of DRRM-CEP for each project component on a scale from A to D (A: completed and/or officially approved, B: almost completed and/or being on the process of getting official approval, C: completed more than 50% (50% ≥), D: completed less than 50%)

Output 1: Planning and implementing capacity of OCD on DRRM is strengthened.

Main outputs	Status	Justification	Effects and (prospective) impacts
		Level of Operationalization and/or institutionalization	
Development of RDRRMP	A	<ul style="list-style-type: none"> <li>● Instructed by OCD Central Office to all OCD Regional Offices to develop their respective RDRRMPs.</li> <li>● Already approved by the RDRRMCs in their respective regions.</li> </ul>	<ul style="list-style-type: none"> <li>● OCD took initiative to develop the RDRRMPs for all the regions. By developing RDRRMPs, the staff members of OCD Regional Offices gained experience in helping LGUs develop their LDRRMPs.</li> <li>● Because of the developed RDRRMP, when the typhoons hit the regions II during August – September 2013 member organizations of RDRRMC recognized such improvements as the clear understanding of their respective roles and responsibilities and the standard operating procedures, and reduced time for communication.</li> <li>● Other regions can refer to the RDRRMP of Region II as the standard when they need to review and update their RDRRMPs in the future.</li> </ul>
Development of LDRRMP	B	<ul style="list-style-type: none"> <li>● RA No.10121 requires that all the LGUs must formulate their respective LDRRMPs.</li> <li>● R.A. 10121 and JMC 2013-1 (OCD, DILG and DBM) require the LGUs to secure more than 5% of their revenue sources for DRRM activities.</li> </ul>	<ul style="list-style-type: none"> <li>● The participants in Region II highly evaluate the planning of the LDRRMP because: <ul style="list-style-type: none"> <li>• The newly developed LDRRMPs are more comprehensive and evidence-based than previous plans. The previous plans were mostly compilations of programs proposed by different departments. Now it is easier for LDRRMO to convince decision-makers to approve the programs proposed in the LDRRMP.</li> <li>• The LDRRMPs were formulated in a participatory manner, involving</li> </ul> </li> </ul>



- The process of institutionalization follows the four steps; (1) LDRRMO takes initiative to form Technical Working Group (TWG) to draft LDRRMP, (2) LDRRMO submits the draft LDRRMP to LDRRMC for approval, (3) the approved LDRRMP is forwarded to the local council for approval and (4) the local council issues two resolutions on the endorsement of the LDRRMP and appropriation of a budget for the LDRRMP.
- DRRM-CEP supported two provinces, one city and one municipality to develop their respective plans. Presently, the four of them have drafted their LDRRMPs and they are preparing to submit the final version to LDRRMCs for approval. According to the interviewed LDRRMOs, they expect the issuing of resolutions to be completed in November 2013.

the member organizations of LDRRMC; therefore, they understand the contents of the LDRRMP clearly and support the implementation of the LDRRMP.

- Five staff members of OCD Regional Office are able to manage and facilitate the process of the LDRRMP planning with some assistance of national consultants in drafting and workshop facilitation.
- The staff members of PDRRMOs are able to support the LGUs in their jurisdictions to formulate the LDRRMPs through sharing their planning experience.
- Planners are increasingly aware of the importance of prevention/mitigation and preparedness by participating in the planning of the LDRRMPs. Although we cannot generalize the trend of increased spending on prevention/mitigation and preparedness, yet at least we can say the LGUs that formulated their LDRRMPs with use of the template in participatory manner plan to invest more in prevention/mitigation.

Budget allocation by selected LGUs in Region II

LGUs (fiscal year)	Prevention and Mitigation	Preparedness	Response	Rehabilitation
Alcala Municipality (2014)	11%	47%	13%	29%
Cagayan Province (2014)	31%	41%	13%	15%
Non-pilot City A (2012)	0%	8%	23%	69%
Non-pilot Municipality B (2014)	0%	59%	13%	28%

(Source: LDRRMOs of the four LGUs)

- The Project's experiences in formulating the LDRRMP and the process of planning and institutional coordination were shared at Regional Directors (RDs) meetings. This helped RDs promote the formulation of LDRRMPs in their regions. Also, OCD organized a regional summit meeting at each region, inviting representatives from all the LGUs in the region. The Project's counterparts explained what contents should be included in the

			<p>LDRRMP and mainstreamed the four thematic areas. This helped LGUs understand the newly introduced templates for the LDRRMP and the four thematic areas.</p> <ul style="list-style-type: none"> <li>● The experiences in the pilot area can be rolled out to other areas in the following ways: <ul style="list-style-type: none"> <li>• The developed LDRRMPs in the pilot area will be promoted as the standard local plan to other LGUs.</li> <li>• OCD Regional Office plans to support the other three provinces to develop their respective PDRRMPs (one province in 2013 and two in 2014).</li> <li>• The LGUs located in high-risk areas participated in the workshops for developing LDRRMPs. These LGUs are aware of their risks very much and the importance of having their own LDRRMP; therefore, they can be the immediate targets for LDRRMP planning if they make request to PDRRMOs.</li> </ul> </li> </ul>
Revised NDRRMP	D	<ul style="list-style-type: none"> <li>● Section 27 of RA10121 requires the “Sun-set Review” to monitor and evaluate the effectiveness of RA10121 within five years after the effectivity of the Act.</li> <li>● The method and process of monitoring and evaluation of NDRRMP is indicated in NDRRMP.</li> <li>● RA10121 was approved in May 2010. The Sun-set Review is required before April 2015.</li> <li>● OCD has not yet set the scope and schedule of the Sun-set Review and the evaluation of NDRRMP.</li> </ul>	<ul style="list-style-type: none"> <li>● Monitoring and evaluation of the NDRRMP can be a part of the Sun-set Review of RA10121 because RA10121 requires the formulation of the NDRRMP.</li> <li>● The following activities are necessary to revise the NDRRMP and develop its monitoring system: <ol style="list-style-type: none"> <li>(1) OCD will identify and specify the scope, the method and the implementing structure of the Sun-set Review.</li> <li>(2) OCD and DRRM-CEP will decide the scope where DRRM-CEP should conduct for the purpose of revision of the NDRRMP.</li> <li>(3) OCD will propose the implementation plan of the Sun-set Review to NDRRMC.</li> <li>(4) A TWG created under NDRRMC will lead the Sun-set Review, submit review report and propose revision of the NDRRMP.</li> </ol> </li> </ul>
Monitoring System	D	<ul style="list-style-type: none"> <li>● The same as “Revised NDRRMP”</li> <li>● According to the NDRRMP, monitoring will be conducted with the use of a monitoring online tool.</li> </ul>	<ul style="list-style-type: none"> <li>● The monitoring and evaluation system used for the Sun-set Review can be applied to the monitoring of the DRRMP. The monitoring system of NDRRMP should be elaborated in the revised NDRRMP.</li> <li>● Appropriate and adequate investment on DRRM can be expected when the monitoring system functions.</li> </ul>



Output 2: DRRM activities including information management are standardized.

Main outputs	Status	Justification Level of Operationalization and/or institutionalization	Effects and (prospective) impacts
Development of NDRP	B	<ul style="list-style-type: none"> <li>● The development of the NDRP is required as one of priority activities in the NDRRMP.</li> <li>● The NDRP was drafted and it is going to be submitted to NDRRMC for approval.</li> <li>● The NDRP will be endorsed either by executive or ministerial order.</li> </ul>	<ul style="list-style-type: none"> <li>● DSWD, the key agency for response, has taken initiative to involve other agencies and develop templates of NDRP. As of now, the increased involvement of other agencies has already ensured that respective agencies utilize policies and protocols in draft NDRP as the key plan for response by seven (7) clusters of hydro-meteorological disaster. Therefore, NDRP by 7 Clusters of hydro-meteorological disaster can harmonize the collaboration activities among NDRRMC Member Agencies.</li> </ul>
IMS	C	<ul style="list-style-type: none"> <li>● IMS is required to respond in all major emergencies when directed by NDRRMC and requested by other cluster members.</li> <li>● IMS for response is scheduled to be introduced in February 2014.</li> </ul>	<ul style="list-style-type: none"> <li>● The IMS will allow the NDRRMC Member Agencies and Public to view the following information in map formats via the website and SNS: <ul style="list-style-type: none"> <li>✓ Information on preparedness (e.g., locations of regional centers)</li> <li>✓ Quasi-real time information from responders of DSWD and other agencies</li> <li>✓ Accumulated historical data of disasters</li> </ul> </li> <li>● The IMS will also help OCD conduct analyses.</li> </ul>
Operation Manual	D	<ul style="list-style-type: none"> <li>● As of 2012, OCD needs operation protocol and policies for detailed duties of each division.</li> <li>● The operational manual will be officially approved by OCD.</li> </ul>	<ul style="list-style-type: none"> <li>● Coordination activities on DRRM by OCD will improve the system of DRRM in the Philippines.</li> </ul>

## Output 3: Human resources development plan for DRRM is developed.

Main outputs	Status	Justification	Effects and (prospective) impacts
		Level of Operationalization and/or institutionalization	
National DRRM Education and Training Plan	B	<ul style="list-style-type: none"> <li>There is a need for a national standard plan for training and education on DRRM.</li> </ul>	<ul style="list-style-type: none"> <li>Key agencies that provide training services have participated in the planning process. The training program can be aligned and standardized as the plan specifies.</li> <li>In 2012, 1,263 numbers of training courses are conducted. These courses will be harmonized and selected as programs to be added in the Plan.</li> <li>There are some issues regarding the operationalization of the Training Institute (TI). One issue is that a budget for the conduct of training programs is not yet secured. Therefore, the modality of training provision by TI is not clear to the mid-term review team. Secondly, the mechanism or system is not clear about how to ensure that all the agencies providing training services on DRRM align with the standards set by the National DRRM Training and Education Plan.</li> </ul>
		<ul style="list-style-type: none"> <li>The plan will include the national concept of HRD on DRRM, the list of standard training and education programs and the implementation schedule with cost estimation for the duration of ten years. DRRM-CEP assisted in drafting the national concept of HRD on DRRM.</li> <li>The plan is expected to be finalized by March 2014 and submitted to NDRRMC for approval.</li> </ul>	
Development of priority training programs	C	<ul style="list-style-type: none"> <li>Four (4) prioritized groups were selected through the discussion in TWGs.</li> </ul>	<ul style="list-style-type: none"> <li>The developed programs will be a standard to develop other programs listed in the National DRRM Training and Education Plan. All of training activities on DRRM conducted in the Philippines will be aligned and standardized.</li> </ul>
		<ul style="list-style-type: none"> <li>The training modules were prepared. The effectiveness of the training programs will be validated and modified accordingly in early 2014.</li> </ul>	
Civil Defense Career Development Program	C	<ul style="list-style-type: none"> <li>OCD is the core organization for DRRM. Its required competency must be specified and pursued by civil defense professionals.</li> </ul>	<ul style="list-style-type: none"> <li>OCD staff will have a clear vision for their career development and identify required knowledge, skill and qualifications to be DRRM professionals.</li> </ul>
		<ul style="list-style-type: none"> <li>The career development program can be an effective tool to enhance the capacity of OCD personnel.</li> <li>The career development program will be finalized and approved by OCD by the end of 2013.</li> </ul>	

## Output 4: Supporting system to Community Based Disaster Risk Management (CBDRRM) is strengthened.

Main outputs	Status	Justification	Effects and (prospective) impacts
		Level of Operationalization and/or institutionalization	
The CBDRRM training course for TI with module including Instructor's guidelines on basic responses for CBDRRM	B/C	<ul style="list-style-type: none"> <li>● All of CBDRRM activities shall be standardized and unified.</li> <li>● As Outcome-8, "Formulation of standard programs of instruction, training module" is described in the NDDRMP. In this connection, Instructor's guidelines will be one of the training modules that need to be standardized.</li> </ul>	<ul style="list-style-type: none"> <li>● A number of organizations produced similar manuals and guidelines, yet there are no standard guidelines for CBDRRM. The instructor's guidelines will be the national standard for basic responses for CBDRRM. The Instructor's guidelines are well aligned with NDRP and training modules produced under component 3.</li> </ul>
		<ul style="list-style-type: none"> <li>● The instructor's guidelines will be endorsed by NDRRMC and disseminated by regional offices of OCD and other member organizations of NDRRMC.</li> </ul>	
The action (promotion) plan, including the national concept paper for CBDRRM and the CBDRRM requirements in City/Municipality DRRMP	B/C	<ul style="list-style-type: none"> <li>● Output: "Comprehensive national and local DRRM IEC Program developed and implemented" is mentioned in Outcome-7 in the NDDRMP. Therefore, National concept paper for CBDRRM is necessary.</li> </ul>	<ul style="list-style-type: none"> <li>● The action plan will be prepared based on the concept paper at all the levels of government agencies and all CBDRRM activities are expected to be harmonized along the national concept paper.</li> <li>● Cities and municipalities are expected to promote CBDRRM activities.</li> </ul>
		<ul style="list-style-type: none"> <li>● The national concept paper will be finalized in 2013 and then submitted to NDRRMC for approval in 2014.</li> </ul>	

### 3.4 Implementation Process

- During March 2012 – September 2013, DRRM-CEP organized the counterpart meeting 13 times for sharing of project progress and operation level decision-making. On the average 15 counterparts participated in a counterpart meeting. DRRM-CEP also prepared and distributed the Project's monthly report to five divisions and the OCD management to keep them updated of project progress.
- During the same period, DRRM-CEP organized the Joint Coordination Committee (JCC) four times, participated in by key organizations for DRRM such as NEDA, DSWD, DILG, PHIVOLCS, PAGASA, LPP, ULAP, LMP as well as OCD and JICA/Embassy of Japan. The main agendas of the JCC meetings were as follows:

JCC meetings

JCC meeting	Main Agendas discussed
1 <sup>st</sup> JCC meeting	Project framework, approval of Work Plan
2 <sup>nd</sup> JCC meeting	Selection of pilot areas, Revision of PDM, Capacity Assessment
3 <sup>rd</sup> JCC meeting	Project progress, proposed IMS, implementation schedule
4 <sup>th</sup> JCC meeting	Project progress, work plan for the 2 <sup>nd</sup> year, proposed CBDRRM activities

(Source: Annual Report of DRRM-CEP)

- DRRM-CEP consists of four components and the participating divisions are as follows:

Component	Participating divisions
1 Planning	Plans and Programs Division
2 Operations	Operations Division, Communication, Electronics and Information Systems Division
3 HRD	Education and Training Division, Human Resource Management and Development Division
4 CBDRRM	Plans and Programs Division, NDRRM Service

- At the beginning of the project duration, OCD-Central Office consisted of divisions, namely Administration and Finance, Planning, Operation and Training divisions. But, these four divisions were re-organized in March 2013 to be eight divisions. In addition, NDRRM Service was established to strengthen the secretariat function of OCD to NDRRMC.
- The re-organization of OCD-Central Office caused various changes to the positions and membership of CP personnel. Also, there was a change in the members of the expert team. These events created gaps in the level of understanding of project activities among participating members of DRRM-CEP in some cases.
- In August 2012, the PDM was revised in order to accommodate new changes caused during the time of project designing and the commencement of the project, as well as adjust the project's scope and priority in consultation with stakeholders. Such changes include the following:
  - The development of the NDRRMP was one of the main tasks in the original design of the project; however, the NDRRMP was developed by initiative of OCD before the project started. Therefore, DRRM-CEP decided to prioritize the development of the RDRRMPs and the LDRRMPs.
  - OCD re-organized its structure and planed to establish the Training Institute.
  - DRRM-CEP decided to focus on setting policy and guidelines prior to implementation of CBDRRM.

## 4 Evaluation by five criteria

### 4.1 Relevance

The relevance of the project is judged to be very high.

- The strategic framework of the Medium Term Philippine Development Plan (MTPDP 2011 – 2016) identifies the strengthening of institutional capacities of national and local governments (e.g., LDRRMCs and LDRRMOs) for climate change adaptation and DRRM, as one of the goals for the environment sector. Therefore, the project's goal of the capacity enhancement of OCD is very much in line with the mid-term strategy of GOP.
- The legal and institutional framework was well established to plan and implement DRRM activities by the DRRM Act of 2010 (RA No. 10121). Under the DRRM Act, OCD is mandated to play the lead role in planning and implementing DRRM activities.<sup>1</sup> Therefore, it is appropriate to support OCD to enhance its capacity with emphasis on planning and setting standards and protocols at the national level. The mid-term review team confirmed by its interviews to key personnel of other NDRRMC member organizations, such as DSWD, PAGASA/PHIVOLCS (DOST) and DILG/LGA, that their expectations are high for OCD to guide DRRM activities and set standards for DRRM activities.
- The Japan's country assistance policy for the Philippines (April 2012) set three pillars: (1) promoting sustainable economic growth through investment; (2) overcoming vulnerability and stabilizing basis for human life and production activity; and (3) promoting peace and development in Mindanao. DRRM-CEP is seen as a key technical assistance project implemented under the second pillar of the country assistance policy.

### 4.2 Effectiveness

The effectiveness of the project is judged to be high.

- The project purpose is the increased capacity development of OCD on DRRM. The indicators to gauge the level of achievement are increased, active roles played by OCD to coordinate with other relevant organizations and the increased planning and M&E capacities. The overview on progress of capacity development is that planning capacity has been well developed, operational capacity is being developed and the capacity on M&E will be a task in latter half of the project duration, based on the following facts and observations:
  - The mid-term review team judges that planning capability of OCD at both national and local levels has been further improved through the development of a PDRRMP and LDRRMPs in Region II as well as the NDRP for clusters of hydro-meteorological disaster. The planning capability has been increased to the extent that the staff members of OCD central office are able to emulate what they have learned and develop other plans such as NDRP for earthquakes and tsunamis and the staff of OCD Region II to support non-pilot LGUs to

<sup>1</sup> According to the DRRM Act, OCD's roles are to advise NDRRMC, develop the NDRRMP, identify hazard risks with other stakeholders, develop national standards for the planning, implementation and M&E of DRRM programs, review and evaluate LDRRMPs, ensuring LGUs to understand national standards and programs, creating SOPs for actions before and after disasters, train and educate public and private individuals, promote DRRM activities at various levels and sectors, establish NDRRMOC and set standards for community disaster volunteers.



develop their respective LDRRMPs (Region II still needs some assistance of local consultants for the moderation of workshops and write-shops.) OCD's coordination capability has also strengthened, as inter-organizational coordination is an integral part of the planning process of the NDRP and the RDRRMP/LDRRMP.

- OCD's operational capacity has been also developed in selected types of disaster. The newly developed IMS would also enable OCD to analyze necessary data for planning as well as help NDRRMC take actions before and during disasters.
- OCD's role to set DRRM-related standards is being strengthened in the fields of DRRM training including CBDRRM. As the first step, the concept and overall framework of DRRM training has been prepared, which would specify the standards of HRD activities to be conducted by various organizations at different levels.
- Capacity development on M&E by DRRM-CEP has not yet started.
- The key counterparts have improved their capacity to implement project activities. Now, they are able to play the lead role in their responsible components.
- The planning component so far contributed the most to achieve the project purpose. Particularly, the effect of the LDRRMPs is highly acknowledged by the participating LGUs. The LDRRMPs developed in the Region II are comprehensive (covering four thematic areas), based on real data and analysis of high-risk areas, and strongly supported by other LDRRMC members as they participate in the planning process. The other components' contributions are expected in the latter period of the project through field-testing and validation.
- Because the capacity assessment was conducted as the baseline survey to understand the performance of OCD at the beginning of the project period, an end-line survey or longitudinal survey would clearly show to what extent the capacity of OCD will have enhanced at the end of the project duration.

#### 4.3 Efficiency

The efficiency of the project is judged to be moderate.

- Project progress is made as mostly scheduled as shown in 3.3. The following sums up the levels of project progress for each component.
  - Progress has been made as scheduled for the planning component. Master planning on DRRM has mostly completed. The remaining task is to install an effective M&E system.
  - Steadily Progress has been made for the operations component. The development of the NDRP, an operation plan for response, is almost complete. IMS is being developed. The effectiveness of the NDRP and the IMS will be validated by pilot activities in 2014.
  - Progress has been made as scheduled for the HRD component. The national concepts on training and education, and the career development plan have been drafted. Some training modules to be used by TI have been also developed.
  - Progress has been made as scheduled for the CBDRRM. The instructor's manual has been drafted. Much of the work under this component is scheduled in 2014.
- One promoting factor is that OCD took good initiative to expedite project progress by developing the NDRRMP prior to the commencement of the project and organizing regional summits and Regional directors' meetings. These initiatives helped promote the outputs of DRRM-CEP to all




the LGUs and OCD regional offices.

- Because the DRRM sector moved quite fast, it was difficult to cope with and/or accommodate such changing internal and external factors. Also, there were replacements of key participating members on both sides. Therefore, DRRM-CEP needed to spend time on clarifying the scope of work and readjust the work plan. This reduced the project's efficiency.

#### 4.4 Impact

The present impact is still limited, yet the prospect of impact is judged to be very high.

- The expected impacts of DRRM-CEP include the following:

##### Nationwide improvement of local DRRM plans

The experiences gained through the development of the LDRRMPs in the Region II would emulate the development of LDRRMPs in other LGUs. When this happens, the impact of DRRM-CEP would be significant to improve the quality and effectiveness of the LDRRMPs. The issue is the limited workforce in the regional offices to facilitate LDRRMP planning in an intensive manner.

##### Alignments of DRRM operations with other organizations

The NDRP on hydro-meteorological disaster was developed in partnership with other organizations. They have started to incorporate the NDRP into their respective plans. OCD plans to develop the NDRP on other types of disasters. These operation plans would directly help improve responses before, during and after disasters. The IMS to be introduced to OCD will have a direct impact on DRRM operations because it will provide the public as well as NDRRMC quasi-real time, geographical information on disasters.

##### Standardization of HRD programs

The national DRRM training and education plan set the requirements and standards for DRRM training and education programs. Therefore, DRRM training programs (nearly 1,300 training activities conducted annually in the country) can be improved significantly when OCD coordinates with other service providers to ensure the requirements and standards specified in the plan are met and accredited.

- Although DRRM-CEP mainly conducted planning activities during first half of project duration, the mid-term review team recognized some positive impacts such as improved communication among NDRRMC member organizations through their involvement in planning activities and more balanced investment DRRM planning by LDRRMOs.

#### 4.5 Sustainability

The prospect of sustainability is moderate.

- In the medium term, the current policy and legal framework will remain intact until 2015. As far as the mid-term review team observes, there is no major change in the policy direction of DRRM.
- One important issue on sustainability is the shortage of staff at national and regional offices. In order to overcome this situation, OCD has planned to re-organize the structure and recruit new staff. Yet, the budget for the plan has not yet secured. The limited numbers of staff in OCD at both central and regional offices will be a major constraint to further increase the level of DRRM activities.
- The staff members participating in DRRM-CEP at the central and regional offices have improved their skills in planning, facilitation and coordination through project activities. Yet, they still need to further gain a good understanding of technical and legal aspects of disaster management (e.g.,



O&M of river dikes, legal issues on land use, technical knowledge on various disasters, etc.) in order to monitor and evaluate the developed DRRM plans.

- The financial sustainability for the implementation of LDRRMPs is positive because each LGU is required to secure 5% of the annual budget as the DRRM fund.
- The operationalization of TI is the key to the sustainability of training activities. Coordination with other training providers to align DRRM training activities would be vitally important to set and ensure the standards on training.
- It is too early to judge the sustainability of the IMS, yet other organizations such as PAGASA and PHIVOLCS are willing to provide database information in a common format with that of OCD and the application to run IMS is free and open sourced. Therefore, OCD will be able to run the system with technical support by local consultants for trouble-shooting.

## 5 Conclusions

The Project's relevance is very high as the national and local governments have high expectation for OCD to guide and lead DRRM activities. The Project's effectiveness is high, particularly the planning capacity of OCD at the national and the pilot region. The project's efficiency is moderate. There were many changes caused in the course of project implementation but the Project managed to accommodate such changes. The prospect of impact is very high if OCD can utilize the experiences obtained through pilot activities to upgrade the local DRRM plans and operations. The national level DRRM training and education program would have a good impact to set the national standards of DRRM training and requirements/qualifications for personnel responsible for DRRM activities. The sustainability of the project is moderate. The policy, institutional and financial sustainability of the project's outputs is high. Yet, the shortage of staff, particularly the staff with scientific and technical knowledge is a risk factor.

## 6 Recommendations

Based on the results of evaluation, the joint mid-term review team makes the following recommendations:

### (1) Revision of Project Design Matrix

- In order to clarify the project design, OCD will send all the counterparts to participate in the Project Cycle Management Workshop, and revise the Project Design Matrix by the end of November 2013.

### (2) Assignment of CP personnel

- In order to successfully complete the project, to ensure the current CPs would continue to be assigned for their project activities until the end of the project duration. Also, The current implementation structure of the project should be reviewed in order to be in line with the organizational structure as agreed in the Record of Discussions.

### (3) Participation of CP personnel in CP meeting

- All four components are integral parts of DRRM. In order to have a common understanding of the overall situations and directions of the project, to organize the cross sectional monthly CP meeting, participated in by all the counterparts.




(4) Capacity assessment

- In order to measure the level of improvements, to conduct capacity assessment at the end of the project duration.

## 2 Planning

(1) Monitoring and evaluation

- The conduct of the “sunset review” is critically important to effectively implement DRRM activities based on the NDRRMP in a sustainable manner. OCD will set the scope of the “sunset review” by the end of the year 2013. Based on the scope, both sides will clarify the scope of monitoring and evaluation of the NDRRMP, RDRRMPs and LDRRMPs to be conducted under the Project.

(2) Roll-out of experiences in Region II

- In order to entrench knowledge and know-how of LDRRM planning in OCD, the team makes the following recommendations:
  - To ensure the quality of LDRRMP with the use of the template for four thematic areas and support Regional Offices, both sides agreed that OCD would support LGUs to upgrade LDRRMPs utilizing the experiences obtained through the development of LDRRMPs in Region II.
  - To promote and disseminate good practices learned in Region II and other regions, and introduce various options of structural and non-structural measures to LGUs as references for the planning of LDRRMPs.

## 3 Operations

(1) Development of the NDRP

- As a number of natural disasters triggered by flood and earthquake accounts for more than 90% of all the natural disasters in the Philippines, it is necessary to prepare the NDRP on earthquakes and tsunamis in addition to the NDRP on hydro-meteorological disasters. In the process of preparation of the NDRP on tsunamis and earthquakes, OCD should use the experiences obtained through the development of the NDRP on hydro-meteorological disasters.
- OCD makes efforts to ensure the NDRP will be approved by NDRRMC.

## 4 Training

(1) Operationalization of TI

- To set a clear timetable for the operationalization plan of TI and its strategy on how to standardize training and education programs and seek cooperation with and alignment by other training providers and government agencies.

## 5 CBDRRM

(1) Institutional development for CBDRRM

- To highlight clearly the role and responsibility of stakeholder in the “concept paper” for CBDRRM
- To institute measures on how to use risk information available to C/M LGUs to implement CBDRRM activities effectively before pilot testing.
- In collaboration with relevant agencies, to propose a mechanism, which ensures CBDRRM activities sustainably made as a part of public policy.




## Appendix 1

Project Name: Disaster Risk Reduction and Management (DRRM) Capacity Enhancement Project  
 Target Area: Philippines  
 17 August 2012  
 Implementing Agency: Office of Civil Defense (OCD)

Duration: 2012–2015 (3 years)  
 Target Group: OCD staff

Version 2.0  
 Date:

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<b>Overall Goal</b> DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.	<ul style="list-style-type: none"> <li>Results of DRRM activities conducted by relevant GOP organizations</li> <li>Number of plans and/or standards developed for the implementation of NDRRMP by relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP</li> <li>Activity reports related to NDRRMP</li> <li>Surveys and interviews with relevant GOP organizations</li> </ul>	
<b>Project Purpose</b> Capacity on DRRM of OCD is strengthened	<ul style="list-style-type: none"> <li>Number of DRRM activities conducted by OCD</li> <li>Number of coordination meetings held by OCD with other relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP</li> <li>OCD's Annual Report</li> <li>Project Progress Report</li> <li>Surveys and interviews with relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>Policy direction of GOP on DRRM continues and NDRRMP is legislated.</li> <li>Necessary budget for DRRM activities based on NDRRMP are secured.</li> <li>Relevant GOP organizations conduct appropriate DRRM activities.</li> </ul>
<b>Outputs:</b> 1. Planning and implementing capacity of OCD on DRRM is strengthened	<ul style="list-style-type: none"> <li>Suggestions for revisions of NDRRMP</li> <li>Number of formulated RDRRMPs, PDRRMPs and LDRRMPs</li> <li>Monitoring system</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP, RDRRMP, PDRRMP and LDRRMP</li> <li>Project Progress Report</li> <li>Interviews from relevant GOP organizations</li> </ul>	<ul style="list-style-type: none"> <li>Organizations and members which acquired skills from the Project continue to work for DRRM.</li> </ul>
2. DRRM activities including information management are standardized	<ul style="list-style-type: none"> <li>Development of NDRP, operation manuals and information management system</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP and NDRP</li> <li>Operation Manuals</li> <li>Database</li> </ul>	
3. Human resources development plan for DRRM is developed	<ul style="list-style-type: none"> <li>Formulation of National level concept of human resources development on DRRM</li> <li>Development of operation plan for DRRM TI</li> <li>Improvement of technical capacity development plan for OCD</li> </ul>	<ul style="list-style-type: none"> <li>NDRRMP</li> <li>OCD's Annual Report</li> <li>National level concept on human resources development on DRRM</li> <li>Documents issued by OCD on human resources development</li> </ul>	
4. Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened	<ul style="list-style-type: none"> <li>Preparation of the guidelines for implementation of CBDRRM activities</li> <li>Preparation of the action plans for OCD to implement CBDRRM activities</li> </ul>	<ul style="list-style-type: none"> <li>Guideline of CBDRM</li> <li>CBDRM action plan</li> </ul>	
<b>Activities</b> 1-1 Review and Enhance National Disaster Risk Reduction and Management Plan (hereinafter referred to as "NDRRMP") 1-2 Facilitate the possible sub-national and local level legislation process of plans prepared through the Project for effective implementation 1-3 Formulate Regional DRRM Plan (RDRRMP) 1-4 Formulate Provincial DRRMP and LGU DRRMP for selected province(s) 1-5 Guide DRRM related government agencies in the establishment of DRRMO 2-1 Identify the relevant organizations and their roles in DRRM activities 2-2 Identify the necessary human resources, equipment and facilities for DRRM activities 2-3 Identify priority areas of standardized guidelines and operation manuals 2-4 Develop National Disaster Response Plan (hereinafter referred to as "NDRP")	<b>Inputs</b> <b>Japanese side:</b> <ul style="list-style-type: none"> <li>Dispatch of experts</li> <li>Disaster Risk Reduction Management Plan/Team leader</li> <li>Disaster Risk Reduction Management Operation</li> <li>Human Resource Development &amp; Planning</li> <li>Community Based Disaster Risk Management</li> <li>Information Management System</li> <li>Disaster Risk Reduction Management Plan2/Project coordinator</li> </ul>	<b>Philippine side:</b> <ul style="list-style-type: none"> <li>Counterpart personnel</li> <li>Office space and other facilities necessary for project activities</li> <li>Necessary operational expenses for the project activities</li> </ul>	<ul style="list-style-type: none"> <li>Relevant GOP organizations cooperate to the project activities.</li> <li>Communities in the pilot areas accept the project</li> </ul>

2-5 Improve National and Regional operation manual(s) for OCD 2-6 Develop information management system for DRRM activities 2-7 Conduct drills based on NDRP and operation manual(s) 2-8 Review and revise NDRP and operation manual(s)	<ul style="list-style-type: none"><li>• Other short-term experts (Development of NDRRMP etc)</li><li>• Machinery and equipment necessary for development of information management system</li><li>• Cost for the implementation of pilot activities</li><li>• Counterpart trainings in Japan</li></ul>		
3-1 Formulate national level concept of human resources development (for technical capacity building) on DRRM 3-2 Develop operation plan including structured training program for DRRM TI along with implementation and review of priority programs/training courses. 3-3 Improve technical capacity development plan for OCD including implementation and review of priority programs/training courses.			
4-1 Review previously conducted CBDRRM activities 4-2 Prepare draft guidelines for implementation of CBDRRM activities 4-3 Conduct pilot CBDRRM activities based on draft guidelines 4-4 Finalize guidelines for CBDRRM Activities 4-5 Prepare action plans to implement CBDRRM activities nationwide			
			<u>Pre-conditions</u> <ul style="list-style-type: none"><li>• Counterpart personnel from OCD permanent staffs/officials is assigned</li></ul>

## Appendix 2

## The schedule of mid-term review

Date	Activities
30 Sep (Mon)	Kick-off meeting, interviews to Japanese expert team
1 Oct (Tue)	Interview to counterpart personnel involved in planning and operations components
2 Oct (Wed)	Interview to counterpart personnel involved in Education and Training and CBDRRM components
3 Oct (Thu)	Interview to OCD counterpart personnel and Japanese expert team
4 Oct (Fri)	Interview to DSWD, OCD counterpart personnel and Japanese expert team
5 Oct (Sat)	Document review
6 Oct (Sun)	Document review
7 Oct (Mon)	Interview to stakeholders in OCD Region II and Alcala municipality,
8 Oct (Tue)	Interview to stakeholders in Ilagan city and Isabela Province
9 Oct (Wed)	Interview to stakeholders in Solana City and Cagayan Province
10 Oct (Thu)	Interview to PHIVOLCS and PAGASA
11 Oct (Fri)	Interview to DPWH and LGA
12 Oct (Sat)	Report writing
13 Oct (Sun)	Report writing
14 Oct (Mon)	Discussion on the mid-term review report
15 Oct (Tue)	Discussion on the mid-term review report
16 Oct (Wed)	Revision of the mid-term review report
17 Oct (Thu)	Finalization of the mid-term review report and the minutes of meeting
18 Oct (Fri)	Presentation of the results of mid-term review at JCC meeting



## Appendix 3

List of workshops organized by DRRM-CEP

Compo.	Date (days)	Title	OCD		DOST		DILG	DSWD	NEDA		Others
			CO	RO	Pagasa	Phivolcs			CO	RO	
Common	Apr. 18, 12	JCC-1	9		1	1	2	1	2		4
	Aug. 03, 12	JCC-2	7		1	1	2	1	2		1
	Nov 14, 12	JCC-3	11				1		1		4
	Feb. 22, 13	JCC-4	15			1		1	1		1
	Total		42	-	2	3	5	3	6	-	10
Output 1	Apr. 17-18, 13	Workshop Formulation of Cagayan Valley DRRM Plan		12	1	3	5				5
	May 15-16, 13	Workshop Formulation of Cagayan Valley DRRM Plan		4	2	1	5	1		1	6
	Jun. 13-14, 13	Validation Meeting for Formulation of Cagayan Valley DRRM Plan		7	2	2	6			1	11
	Jul. 16-19, 13	Workshop Formulation of Cagayan Provincial DRRMP(Thematic Area Plan)		5	1	1	22				21
	Jul. 23-24, 13	Workshop Formulation of Isabela Provincial DRRMP(Thematic Area Plan)	1	7			11				25
	Aug. 6-7, 13	Workshop Isabela DRRM Planning	1	5	1		18	3			28
	Aug. 12-16, 13	Workshop Alcala MDRRM Planning		2	1	1	13				23
	Aug. 20-23, 13	Workshop Iligan City DRRM Planning		3	1	1	13				23
	Aug. 27-29, 13	TWG Meeting Isabela					4				5
	Aug. 30, 13	MDRRMC Meeting					13				7
	Sep. 4, 13	1 <sup>st</sup> TWGDRRM Planning Iligan City					15				5
	Sep. 9, 13	3 <sup>rd</sup> TWG Meeting Alcala, Cagayan					13				2
	Sep. 10, 13	Validation Activity Alcala					20				12
	Sep. 12, 13	Knowledge Sharing Workshop	8	31			5				1
	Total		10	76	9	9	163	4	-	2	163
Output 2	Nov.21-22, 12	Workshop for Developing the National Disaster Response Plan	7		1	2	1	3			11
	Jun.25, 13	Mini-workshop for NDRP	2					5			
	Jul.11, 13	Mini-workshop for NDRP (2)	3					4			

Compo.	Date (days)	Title	OCD		DOST		DILG	DSWD	NEDA		Others
			CO	RO	Pagasa	Phivolcs			CO	RO	
	Jul. 17-19, 13	Basic GIS Training	14								5
	Jul.18, 13	Mini-workshop for Camp Mgt.	1		2	1	1	3			13
	Aug.13, 13	Mini-workshop for Food and NFI	3		1			5			10
	Aug.14, 13	Mini-workshop for Education	3					3			3
	Aug.27, 13	Mini-workshop for Logistics	5					2			2
	Aug.28, 13	Mini-workshop for Communication	8					2			12
	Sep.02, 13	Mini-workshop for Education (2)	1								17
	Sep.16-18, 13	Workshop (Writeshop) for NDRP	9				2	2			33
	Total		56	-	4	3	4	29	-	-	106
Output 3	Nov 08, 12	JICA TWG Meeting	14			1	1	1	1		10
	Dec 16-19, 12	3 Day Workshop for DRRM Training	5	5							13
	Feb 13-14, 13	2 <sup>nd</sup> JICA TWG on HRDP	4		1	1	2	1			11
	Feb27-Mar01, 13	Basic Staff Enhancement Training	25	21							2
	Jul 04, 13	3 <sup>rd</sup> TWG on NHRD Concept on DRRM	4		3	2	2	2			5
	Aug 6-8, 13	Pluma 3 Day Writeshop NDRRM	2	1	1			1			6
	Aug 13-16, 13	Advance Course Pilot Training	17	15	3	1	1				4
	Total		71	42	8	5	6	5	1	-	51
Output 4	Aug 2, 2012	Workshop of CBDRM Component	5	4							6
	Sept 5, 2013	Internal Meeting	4								5
	Sept 25, 2013	Internal Meeting	6								5
	Total		15	4	-	-	-	-	-	-	16
Grand Total			194	122	23	20	178	41	7	2	346



## Appendix 4

## List of Counterpart Personnel

Component (No. of CP)	Responsible C/P	Counterparts in charge
Planning (6)	Col. Dante Balao	<u>Senior C/P</u> Ms. Josephina Porcil Ms. Raquel De Leon <u>Support/Assistant C/P</u> Ms. Leah Love G. Soriano Ms. Janice M. Padagdag Mr. Kenneth C. Menor
Operations (8)	LTC Edwin C. Sadang Maj. Reynaldo Balido	<u>Senior C/P</u> Mr. Relan Jay J. Asuncion Mr. Sonny Patron Mr. Kelvin Oprecio <u>Support/Assistant C/P</u> Ms. Alexandra L. Flores Ms. Jacqueline Manara Mr. Oliver R. Arroyo
HRD (Training and Education) (7)	Dr. Blanche Gobenciong BGen Juanito W. Dalmas	<u>Senior C/P</u> Ms. Rodella R. Rodriguez Ms. Susana E. Quiambao <u>Support/Assistant C/P</u> Mr. Roberto P. Manalo Ms. Shereen Lucas Ms. Rona C. Delos Santos
CBDRRM (7)	Ms. Lenie D. Alegre BGen Juanito W. Dalmas	<u>Senior C/P</u> Ms. Anna-Lisa D. Orallo Ms. Susana E. Quiambao <u>Support/Assistant C/P</u> Ms. Shelby Ruiz Ms. Ma. Teresa J. Galang Ms. Aurora D. Dela Rosa
Chair person	BGEN Ramon G Santos (Ret)	
Total (29)		



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE**  
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

007 02 2013

MEMORANDUM  
No. 614 s. 2013

TO : ALL CONCERNED OCD PERSONNEL

SUBJECT : Amendment to OCD Memorandum No. 372 s. 2013 re  
Constitution of the OCD-JICA Committee for the JICA  
Technical Cooperation Project (TCP) on DRRM Capacity  
Enhancement Project (CEP)

Herein is the final composition of the OCD-JICA Committee for the  
Technical Cooperation Project (TCP) on DRRM Capacity Enhancement  
Project (CEP).

OCD-JICA Committee Chairperson: **BGEN Ramon G Santos (Ret)**

Committee Vice-Chairperson: **Ms. Lenie D. Alegre**

Project Components	Division-in-Charge	Responsible Officer/s	Counterpart (OCD Senior Staff)	Counterpart-in-Charge (Support Staff/ Assistants)
Output 1: (Planning Component: PLN) <i>Planning and implementing capacity of OCD and DRRM is strengthened</i>	Plans and Programs Division	Chief, Plans and Programs Division	Ms. Josefina T. Porcil Ms. Raquel G. De Leon	Ms. Leah Love G. Soriano Ms. Janice M. Padagdag Mr. Kenneth C. Menor
Output 2: (Operation Component: OPS) <i>DRRM activities including information management are standardized</i>	NDRRM - Opcen	Chief, NDRRM - Opcen	Mr. Relan Jay J. Asuncion	Ms. Alexandra Marie L. Flores
	Operations Division	Chief, Operations Division	Mr. Sonny B. Patron	Ms. Jacqueline L. Manara
	CEISD	C, CEISD	Mr. Kelvin Art T. Ofrecio	Mr. Oliver R. Arroyo
Output 3: (Human Resource Development Component: HRD)	Human Resource Division	Chief, Human Resource Management and Development Division	Ms. Rodella Rosario R. Rodriguez	Mr. Roberto P. Manalo

Telefax: NDRRMC Opcen +63 (2) 911-1406; 912-2665; 912-5668; NDRRMC Secretariat +63 (2) 912-0441; 912-5947  
Office of the Administrator, Office of Civil Defense +63 (2) 912-2424  
Email: [dopcen@ndrrmc.gov.ph](mailto:dopcen@ndrrmc.gov.ph) Website: [www.ndrrmc.gov.ph](http://www.ndrrmc.gov.ph)


## Annex II

Project Components	Division-in-Charge	Responsible Officer/s	Counterpart (OCD Senior Staff)	Counterpart-in-Charge (Support Staff/ Assistants)
Human Resources Development Component (HRDP) for DRRM is developed	Education and Training Division	Chief, Education and Training Division	Ms. Susana E. Quiambao	Ms. Shereen Y. Lucas Ms. Rona C. Delos Santos
Output 4: (Community Based Disaster Risk Management Component: CEDRM)	NDRRM Service	Chief, NDRRM Service	Ms. Anna-Lisa D. Orallo	Ms. Shelby A. Ruiz
Community Based Disaster Risk Management Component (CBDRM) is strengthened	Education and Training Division	Chief, Education and Training Division	Ms. Susana E. Quiambao	Ms. Ma. Teresa J. Galang Ms. Aurora D. Dela Rosa

As such, concerned Officials are primarily responsible in addressing concerns and carrying out all JICA TCP related activities specifically delegated to their respective Divisions.


This issuance rescinds Memorandum No. 372 s. 2013.

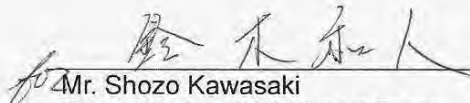
For guidance and compliance.


  
EDUARDO D. DEL ROSARIO  
Administrator

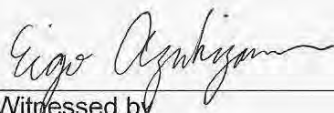
Minutes of Meeting  
 between  
 Office of Civil Defense  
 and  
 Japan International Cooperation Agency  
 on  
 The 6<sup>th</sup> Joint Coordinating Committee Meeting  
 for  
 The Disaster Risk Reduction and Management  
 Capacity Enhancement Project

Manila, 07 February 2014

  
 \_\_\_\_\_  
 Undersecretary EDUARDO D. DEL ROSARIO  
 Executive Director, National Disaster  
 Risk Reduction and Management Council  
 (NDRRMC)  
 Administrator, Office of Civil Defense  
 (OCD)

  
 \_\_\_\_\_  
 Mr. Shozo Kawasaki  
 Team Leader, JICA Expert Team  
 for the Disaster Risk Reduction and  
 Capacity Enhancement Project  
 Japan International Cooperation Agency

  
 \_\_\_\_\_  
 Witnessed by  
 Mr. Ramon G. Santos  
 Project Chairperson, DRRM-CEP  
 Office of Civil Defense  
 (OCD)

  
 \_\_\_\_\_  
 Witnessed by  
 Mr. Eigo Azukizawa  
 Senior Representative,  
 JICA Philippine Office  
 Japan International Cooperation Agency





In accordance with the Minutes of Meeting and Record of Discussion for "The Disaster Risk Reduction and Management Capacity Enhancement Project" (hereinafter referred to as "the Project") agreed upon between Office of Civil Defense (hereinafter referred to as "OCD"), and Japan International Cooperation Agency (hereinafter referred to as "JICA") on 28 October 2011, JICA dispatched a Project Expert Team to the Philippines in March 2012. To implement the project, OCD and the JICA Project Expert Team have formed a group (hereinafter referred to as "DRRM CEP Team").

The second year term of the 3-year DRRM Project will end at the end of February 2014. In order to obtain approval of the revised Project Design Matrix (PDM), share the achievements of the 2<sup>nd</sup> year of the Project, and get agreement on the planned project activities for the 3<sup>rd</sup> year, the members of the Joint Coordinating Committee (hereinafter referred to as "JCC") held its 6<sup>th</sup> meeting on 07 February 2014. The list of attendees is given in Appendix 1.

The meeting was chaired by Undersecretary Eduardo D. Del Rosario, Executive Director of the National Disaster Risk Reduction and Management Council (NDRRMC) and, concurrently, the Administrator of OCD.

After the opening address by Undersecretary Eduardo D. Del Rosario and Ms. Yuko Tanaka, Section Chief, Human Security Group of JICA Philippine Office, the DRRM-CEP Team presented the achievements and the activity plan of the Project as shown in Appendix 2 (Handout of the Presentation). The JCC members were satisfied with the progress of project activities and confirmed the achievements of the Project in the 2<sup>nd</sup> year.

Following the presentation of project activities, the revised PDM was proposed to the JCC. The revised PDM was approved with minor revisions based on the following comments. The approved PDM is attached as Appendix 3.

- Approved PDM as revised

The revised PDM, which incorporates the results of the Mid-Term Review Study and the workshop conducted on 04 February 2014, was prepared in advance of the JCC Meeting with the collaboration of the Japan Side and the Philippine Side. Hence, the approved PDM shall be followed throughout the remaining project term as well as the post-project phase.

- ★ Approval and implementation of plans and documents to be prepared through the project activities

The JCC members confirmed that the plans and/or concepts prepared under the DRRM-CEP shall be approved by the authorized organization(s) and effectively implemented for the DRRM activities in the Philippines as described in the revised PDM. In this connection, OCD shall be responsible for getting the approval of DRRM Council Members and supervising the implementation of DRRM activities based on the expected outputs in order to achieve the project goal.

- ★ Organization for the approval of each output

The Concept Paper on Component 4 (CBDRM), the Basic Instructor's Guide and Training Course (Component 3), and the NDRP (Component 2) should be approved by the Chairperson of NDRRMC instead of NDRRMC TMG for Preparedness or Response.

The JCC members also agreed on the planned activities for the 3<sup>rd</sup> year based on the PDM. The following comments and requests were raised among the JCC members:

- ★ Early dissemination of project achievements during disasters such as Typhoon Yolanda

It was acknowledged in the JCC meeting that several outputs developed in the DRRM-CEP have been effectively utilized and/or implemented during the Typhoon Yolanda disaster response activities, such as the cluster approach re-confirmed during the development of the National Disaster Response Plan (NDRP) and the disaster situation mapping by GIS / equipment procured by the DRRM-CEP.

- ★ Formulation and endorsement of LDRRMPs (Component 1)

Once the LDRRMP is formulated and approved by the LDRRM Council, it should be endorsed by the Local Development Council (LDC) for integration with the local development plan in order to implement the LDRRMP smoothly.

Following the Regional DRRM Summits which were held last year, the Provincial DRRM Summits shall be held this year to extend technical assistance to the LGU levels. OCD is highly motivated to provide assistance to the LGUs in crafting their LDRRMP.

- ★ Development of NDRP (Component 2)

In the JCC Meeting, it was confirmed that the storm surge as one of Hydro-Met disasters has already been considered in draft NDRP developed in the 2<sup>nd</sup> Year. On the other hand, the members confirmed that the NDRP for earthquake and tsunami



shall be developed under the DRRM-CEP as one of activities in accordance with the PDM.

- ♦ Training courses (Component 3)

The present detail of the training course has more depth. OCD will capacitate its internal personnel and use this course also as criteria for promotion.

- ♦ Concept Paper for CBDRRM (Component 4)

The Draft Concept Paper has been already submitted to the JICA HQ for comment and is ready to be presented to the NDRRMC TMG for Preparedness.

The meeting was closed with the remarks of Mr. Romeo F. Fajardo, Deputy Administrator of OCD, Mr. Akio Yonezawa, Second Secretary of the Embassy of Japan and Ms. Yuko Tanaka.

Handwritten signatures and initials at the bottom right of the page. There are three distinct marks: a large signature, the initials 'AD', and another signature.

## Appendix 1

**The Disaster Risk Reduction Management Capacity Enhancement Project****Participants List for: 6th JCC JICA DRRM CEP**

Name	Position	Division	Organization
1. OSCAR CRUZ	Sr. Weather Specialist	Hydromet Div	PAGASA
2. PATRICIO S. DE QUIROS	TMG		ULAP
3. JANE AGUILAR	PPO	Plans & Programs	LMP
4. ANNA-LIZA D. ORALLO	CDOII	NDRRMS	OCD
5. SHELBY RUIZ	CDOII	NDRRMS	OCD
6. LTC EDWIN SADANG	OIC	OPNS Div	OCD
7. LENIE DURAN ALEGRE	C, NDRRMS	NDRRM Src	OCD
8. ROBERT MANALO	CDOII	HRMD	OCD
9. TAKAAKI KUSAKABE	Expert	Policy Adviser	OCD-JICA
10. CATHY PALANCA	PROGRAM OFFICER	JICA Phil Office	JICA
11. HAYATO NAKAMURA	PFA	JICA Phil Office	JICA
12. YUKO TANAKA	Chief Human Security	JICA Phil Office	JICA
13. EDUARDO D. DEL ROSARIO	CDA	Administrator	OCD
14. ROMEO FAJARDO	CDDA	Deputy Admin.	OCD
15. HONORATO DE LOS REYES	CDEXO		OCD
16. RAMON SANTOS	Chairman	DRRM CEP	OCD
17. JUANITO DALMAS	OIC	Education & Training	OCD
18. BLANCHE GOBENCIONG	Chief	HRMD Div	OCD
19. LEAH LOVE SORIANO	PO	Plans & Programs	OCD
20. CHERRY NOHAY	PA	Plans & Programs	OCD
21. KENNETH MENOR	POI	Plans & Programs	OCD
22. OLIVER ARROYO	AAIII	CEISD	OCD
23. JACUELINE MANARA	CDAS	OPNS Div	OCD
24. GERALDINE SANTOS	Sr. Operations Specialist	JICA DRRM CEP	JICA
25. ANNIELYN C. RIVERA	Senior EDS	LUPPD/RDS	NEDA
26. DENNIS BERNABE	LPP-Policy Assistant		LPP
27. SONNY PATRON	CDO	OPNS Div	OCD
28. AKIO YONEZAWA	2nd Secretary		Embassy of Japan
29. ARNIE ALFORNON	Secretary	JICA	JICA
30. TIN DERAHERA	CBDRRM	DRRM CEP	DRRM CEP
31. YOSHIIKO UCHIKURA	Deputy Team Leader / CBDRRM	JICA Expert	DRRM CEP
32. SHINJI IIDA	DRRM Technology	JICA Expert	DRRM CEP
33. NAOKO KITAZAWA	CBDRRM	JICA Expert	DRRM CEP
34. KAZUTO SUZUKI	Deputy Team leader / Operation	JICA Expert	DRRM CEP
35. MAYFOURTH LUNETA	CBDRRM	DRRM CEP	DRRM CEP
36. ARMANDO N. DUQUE	AAD	AD	OCD
37. MIHARU HOSONO	Project Coordinator / DRRM Planning	JICA Expert	DRRM CEP
38. AKIHIRO FURUTA	IMS	JICA Expert	DRRM CEP
39. ELENITA DIAZ	Secretary		DRRM CEP



## 6<sup>th</sup> Joint Coordinating Committee (JCC) Meeting

1. Progress of 2<sup>nd</sup> Year Activity and Plan of 3<sup>rd</sup> Year Activity
2. Revision of Project Design Matrix (PDM)

7 February, 2014



## Component 1: Planning

g/10/14  
for  
JICA  
3

2

### Project Outline

**Implementing agency**  
Office of Civil Defense (OCD)

#### Overall Goal

DRRM activities conducted by organizations of the Government of the Philippines are improved.

#### Project Purpose

"Capacity on DRRM of OCD is strengthened."

#### Output

- Output 1: Planning and implementing capacity of OCD on DRRM is strengthened. - Planning Component
- Output 2: DRRM activities including information management are standardized. - Operations Component
- Output 3: Human resources development plan (HRDP) for DRRM is developed. - HRD Component
- Output 4: Supporting system to Community Based Disaster Risk Management (CBDRM) is strengthened. - CBDRM Component

#### Project Period

3 years

Mar. 2012 – Mar. 2015



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

4

## Component 1: Officers and Experts in Charge

### OCD Officers in Charge

#### Plans and Programs Division

Dir. Edgardo J. Ollet

Ms. Josephina Porcil

Ms. Raquel De Leon

Ms. Leah Love G. Soriano

Ms. Janice M. Padagdag

Mr. Kenneth C. Menor

### JICA Expert Team

#### Planning component

Mr. Kiyotaka Owada

Mr. Hirofada Hasegawa

Ms. Naoko Kitazawa

Ms. Miharu Hosono

Mr. Masato Fujimoto

Ms. Lorna Victoria

Ms. Armen Ria Toquero

Ms. Terteen Gail Omana

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

Appendix 2

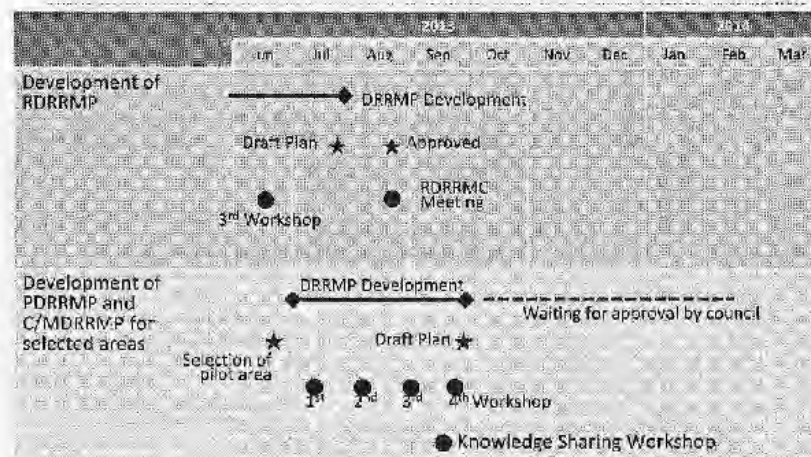
Appendix 6-2

## Component 1: Output Image of Major Products

Major Products	
<b>Regional DRRM Plan</b>	<ul style="list-style-type: none"> <li>➤ Pilot Region: Region II</li> <li>➤ Region II DRRMP: Approved in August 2013</li> </ul>
<b>Provincial and City/Municipality DRRM Plans</b>	<ul style="list-style-type: none"> <li>➤ Pilot Province: <b>Cagayan</b> and <b>Isabela</b></li> <li>➤ Pilot City/Municipality: <b>Ilagan</b> and <b>Alcala</b></li> <li>➤ <b>Final draft</b> of four LDRRMPs have been <u>prepared</u> in September 2013. They are yet <b>to be approved</b> by their councils.</li> </ul>

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Component 1: 2<sup>nd</sup> Year Activity



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Formulation of the Cagayan Valley RDRRM Plan

### [Schedule]

From April to Mid-June 2013 (2.5 months)

- \*Data gathering was completed in March
- \* CVR DRRMP was approved on the 23<sup>rd</sup> August 2013



## Formulation of the Cagayan and Isabela PDRRMP, Ilagan CDRRMP and Alcala MDRRMP

### [Schedule]

From July to September 2013 ( 3 months)

- \*The (4) LDRRMPs (final draft) were prepared by the end of September and are awaiting approval by their Councils





## RDRRMP, LDRRMP Formulation Process

9

Participatory Process: Workshop and TWG meeting in which members from DRRMC and DRRMO participated

=> All related agencies were present to formulate their Regional/Provincial/C/M Plans

- ◇ Comprehensive plan (4 thematic areas) were prepared
- ◇ Correlation with other plans were considered
- ◇ Role and responsibilities of each agency were considered/defined

Participation from PNP, BFP, PRC and also Army, Navy(P), NGOs(C/M) etc.



Disaster Risk Reduction and Management Capacity Enhancement

### Process

11

Active participation of OCD-R2 and DRRMO of different government levels

=>OCD-R2 supported actively the formulation of LDRRMP

=>PDRRMO participated in the RDRRMP, C/M DRRMO to the PDRRMP, representatives from barangays to the C/MDRRMP formulation process

- ◇ Harmonization with upper level plans
- ◇ Agreements concerning DRRM activities at different level are possible

OCD-R2 explained the Regional Risk Profile and DRRM challenges



Disaster Risk Reduction and Management Capacity Enhancement

Alcala Municipality

## RDRRMP, LDRRMP Formulation Process

10

Technical Agencies (regional offices) Support: Lecture sessions were conducted with speakers from PAGASA, MGB, PHIVOLCS explained the meaning of the data/maps

=> All participants were able to know and understand about the technical data

- ◇ A common understanding was established (\* Some participants said that while such data and maps are provided, many do not understand the tools.)

MGB-R2 explained "What You Should Know About LANDSLIDES"

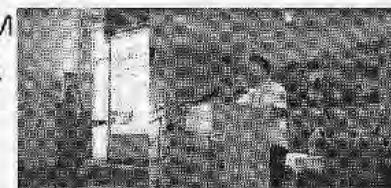


Disaster Risk Reduction and Management Capacity Enhancement

Iloilo Province

## Utilization of Regional Summit

- Japanese Experiences in DRRM and LDRRMP were presented.
- Process / experiences in Region II on formulation of LDRRMP were shared.
- Above presentations were conducted by OCD officers from Planning Division.



R2

R8



R8

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Knowledge Sharing Workshop (12 September 2013)

**Targets:** OCD Regional Offices

**Pilot Area:** OCD Region II:

Cagayan Province, Isabela Province, Alcala Municipality, Ilagan City



13 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Result of Group Discussion *What shall be done by OCD for LGUs?*

- **Formulation of LDRRMP:**
  - Capacity building on DRRM planning (training of facilitators etc.)
  - Technical assistance for planning input (mapping, risk assessment etc.)
- **Implementation / Monitoring of LDRRMP:**
  - Development of monitoring and evaluation tools/checklist
- **Others:**
  - Technical assistance on setting up permanent LDRRMOs and appropriate budget for operations and personnel
  - Advocacy to LCEs (convincing them to support and prioritize DRRM)

14 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Plan for the 3<sup>rd</sup> Year Activity

15

### Revised Objectively Verifiable Indicators

- Suggestions for Sunset Review of RA 10121 and Improvement of NDRRMP on LGU's DRRM activities based on project experiences are prepared.
  - Development of monitoring system (tools and processes) on LDRRMPs and LDRRMOs for LGUs
  - Formulation and approval of LDRRMPs at all Regions (17 Regions)
  - LDRRMPs for pilot LGUs in Region II are formulated and approved.
- =>OCD-initiated technical assistance to other LGUs in the formulation of LDRRMPs

15 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Development of monitoring system of LDRRMPs and LDRRMOs for LGUs

16

- Select pilot region
- Draft monitoring sheet
  - ✓ No. of operational and functional LDRRMOs
  - ✓ Availability of DRRM policies
  - ✓ Capability of LDRRMOs in terms of equipment and staffing (permanent / additional post)
  - ✓ No. of LDRRMPs (old / suggested format)
  - ✓ contents of LDRRMP (to be compared from guideline)
  - ✓ progress of priority projects by LGUs aligned with NDRRMPs (p.41)
  - ✓ Availability of DRRM trainings and activities conducted by LGUs with reference to their LDRRMPs, etc.
- Collect information from LGUs and fill the monitoring tool
- Analyze data and improve monitoring tool
- Suggest monitoring system

16 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

Appendix 2

Appendix 6-2



## Suggestions for Sun-set Review of RA10121 and improvement of NDRRMP on LGU's DRRM activities

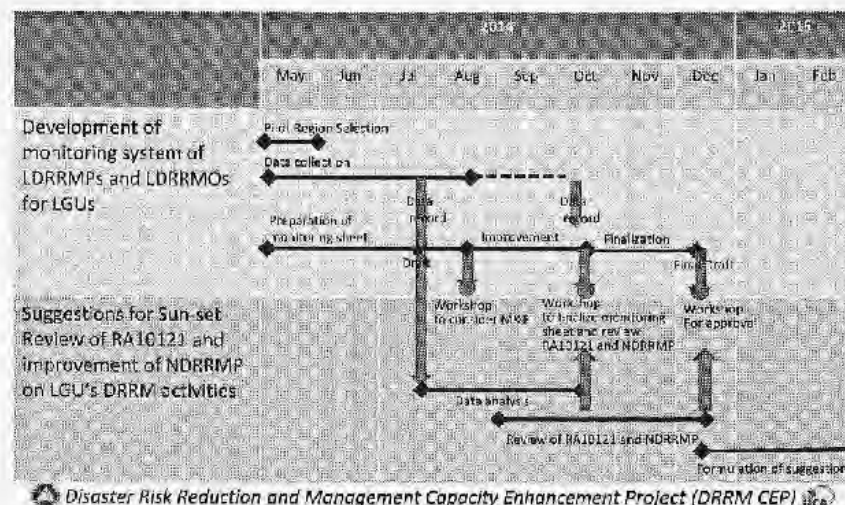
17

- Analyze data of monitoring sheet
- Review RA10121 based on analysis
- ✓ Sec.9. Powers and Function of the OCD (on LGUs)
- ✓ Sec.11. Organization at the Local Government Level
- ✓ Sec.12. LDRRMO
- Review NDRRMP based on analysis
- ✓ Priority Project listed in NDRRMP (p.41)
- Come up with suggestions for Sun-set Review of RA10121 and improvement of NDRRMP for the consideration of the NRDDMC

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Planning Component Planned Activities

18



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)



### Component 2 Operations Component

20



### Component 2: Officers and Experts in Charge

OCD Officers in Charge (Operations and CEIS Divisions)	JICA Expert Team
<b>Operation Division</b> LTC Edwin C. Sadang Mr. Sonny Patron Ms. Jaqui Manara	<b>Operations Component</b> Mr. Kazuto SUZUKI Dr. FURUTA Mr. Shinji IDA
<b>CEIS Division</b> Mr. Kelvin Oprecio Engr. Raymund Villanueva Mr. Wilson Gonowon	Ms. Gerlie SANTOS

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

Appendix 2

Appendix 6-2

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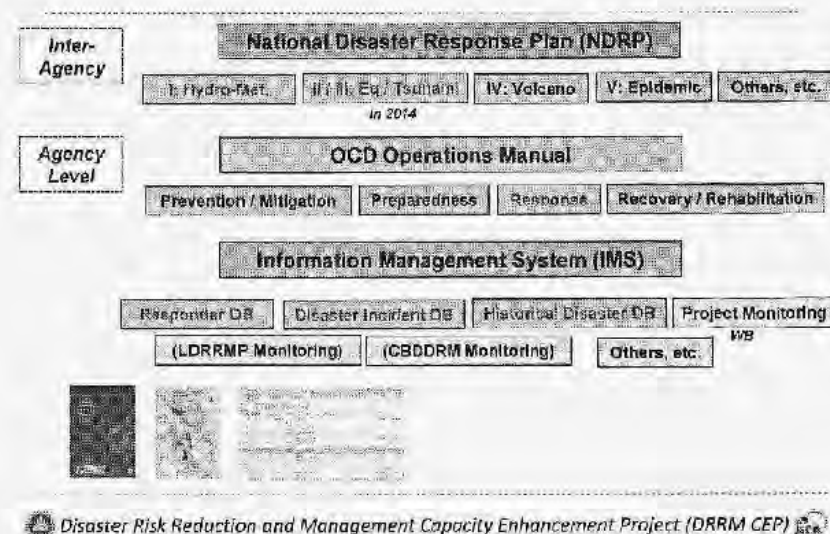
19

## Component 2: Output Image of Major Products 21

Major Products	
<b>2-1: National Disaster Response Plan (NDRP)</b>	<ul style="list-style-type: none"> <li>➤ Hydro-Met. Disaster: Completed</li> <li>➤ Earthquakes and Tsunamis: to be prepared in 2014</li> <li>➤ Cluster Approach (NFIs, Health, CCCM, Logistics, ETC, Education, SRR and MDM)</li> <li>❑ With Cross-Cutting Activities: EW, RDANA, Resource Mobilization, Early Recovery and PDNA</li> <li>❑ Main Contents: Operations Protocols and Interoperability with Role &amp; Responsibilities of Member Agencies</li> </ul>
<b>2-2 OCD Operations Manual for Response</b>	<ul style="list-style-type: none"> <li>➤ Roles &amp; Responsibilities of Each Division and Regional Offices based on OSSP, NDRP, Interviews to Key Personnel</li> <li>➤ Current SOPs and Protocols are attached as Annex</li> </ul>
<b>2-3 Information Management System (IMS)</b>	<ul style="list-style-type: none"> <li>➤ Databases of Responders and Historical Disasters with Incident Disaster Reporting System</li> <li>➤ Display of Databases using Web-GIS/GIS Techniques</li> <li>➤ Trainings for OCD Staff for GIS and IMS</li> </ul>

21 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Component 2: Major Products 22

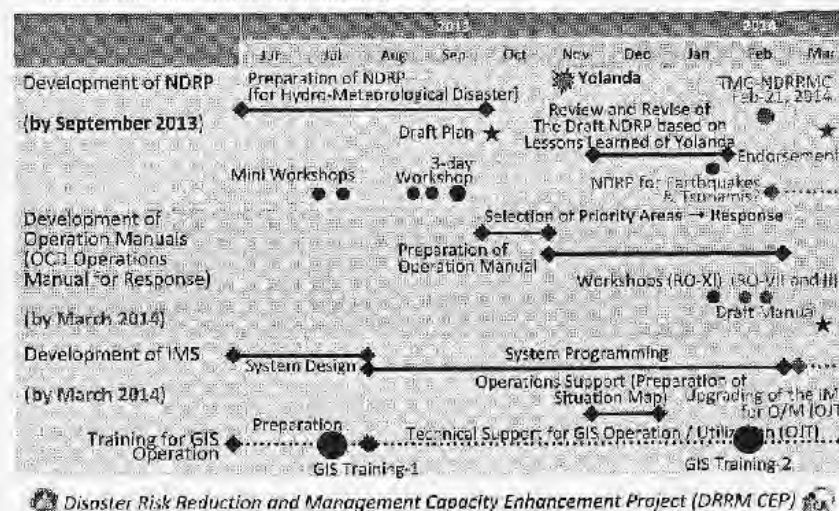


## Component 2: Major Activities in the 2<sup>nd</sup> Year 23

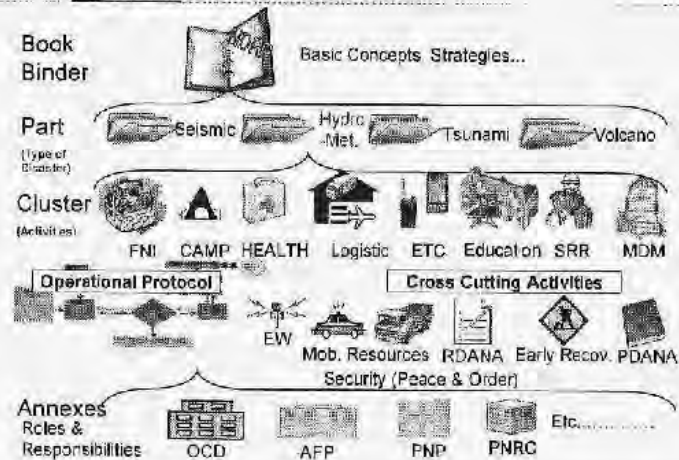
<ul style="list-style-type: none"> <li>✓ 3-day Workshop (16-18 Sept 2013)</li> <li>✓ Mini Workshops (4/18 Jul., 27-29 Aug., 2 Sept. 2013, 22-23 Jun. 2014)</li> <li>✓ TMG-NDRPMC (21 Feb.)</li> <li>→ Draft NDRP Hydro-Met.</li> </ul> <p>2-1: National Disaster Response Plan (NDRP)</p>	<ul style="list-style-type: none"> <li>✓ Workshop with RO-XI (6-7 Feb. 2014)</li> <li>✓ Workshop with RO-VII (10 Feb. 2014)</li> <li>✓ Workshop with RO-II (18 Feb. 2014)</li> <li>→ Draft OCD Operation Manual for Response (by March, 2014)</li> </ul> <p>2-2: OCD Operations Manual for Response</p>	<ul style="list-style-type: none"> <li>✓ Proto-Type IMS (Jun. 2013 - Feb. 2014)</li> <li>✓ GIS Trainings (17-19 Jul. 2013, 5-6 Feb. 2014)</li> <li>✓ Operations Support for TY Yolanda</li> <li>→ Proto-Type IMS (by Feb. 2014)</li> </ul> <p>2-3: Information Management System (IMS)</p>
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23 Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Component 2: 2<sup>nd</sup> Year Activities 24

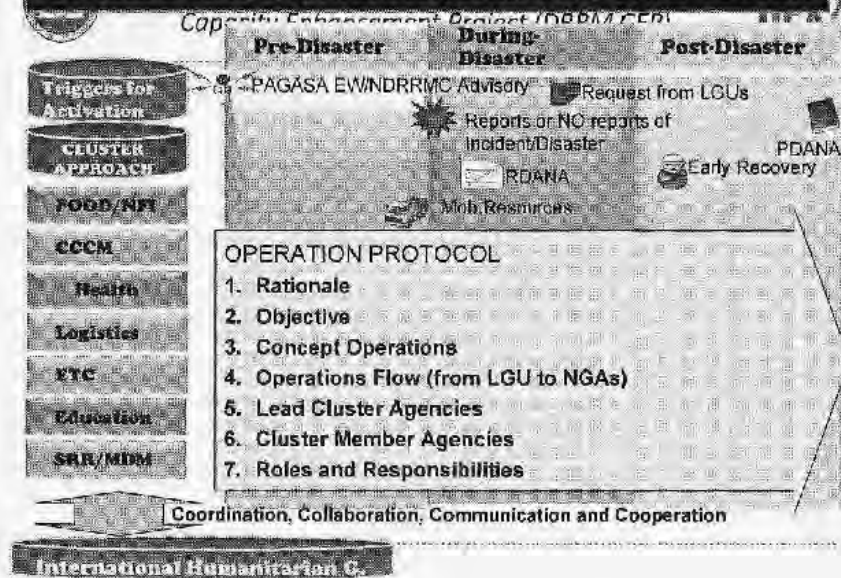


## Structure of the NDRP:

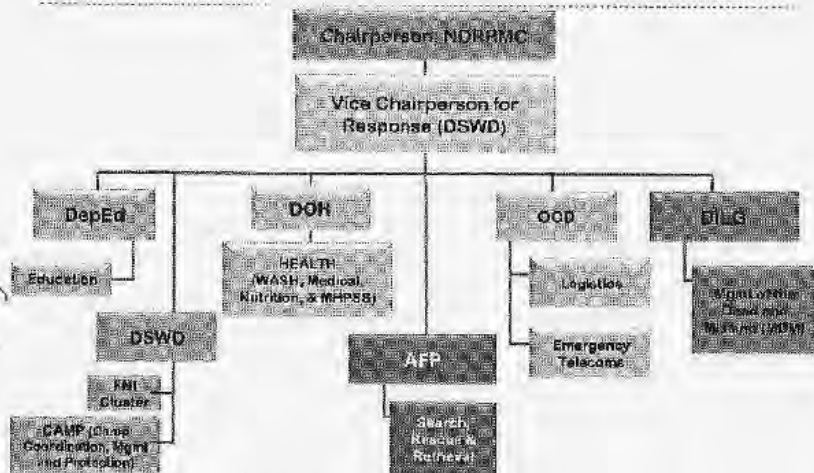


Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## CONCEPT OF NATIONAL DISASTER RESPONSE SYSTEM

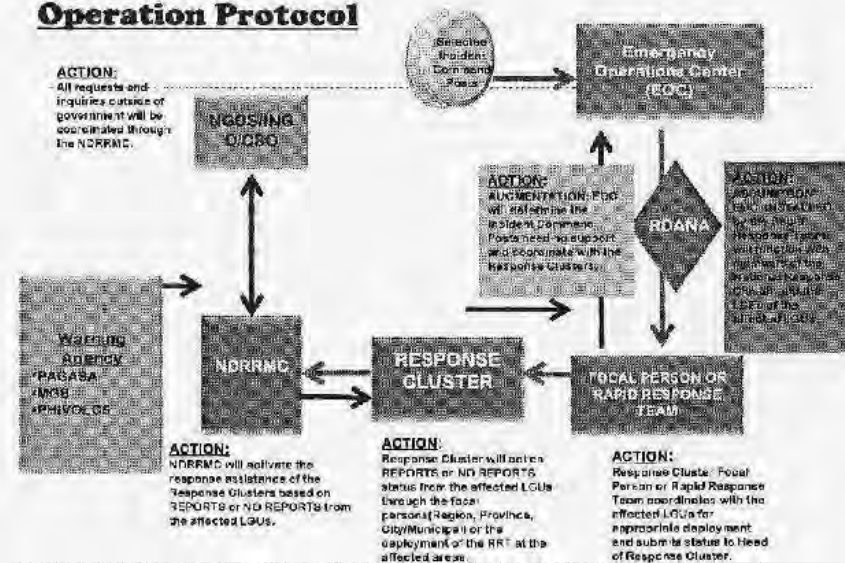


## Proposed Organizational Structure



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Operation Protocol



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)



## Configuration of the OPNS Manual

- **Main Text**
    - Core Function / Concept ....
    - Criteria for alert
    - Support of the entire matter
  - **Appendix I**
    - Standard Reporting Formats
    - Adjustment contact network (related organizations)
    - Gathered emergency contact network, system, equipment list (OCD)
    - Manual of the Disaster Information System
  - **Appendix II : Disaster Type Edition**
    - Flow and checklist
    - Corresponding matter (NDRP Template)
- Update  
 • It will be revise from the current system and alignment with the basic policy NDRP  
 • To revise the contents of the specific NDRP ed from wind and flood damage (Appendix II)  
 • The future, to ensure the integrity of the Annex II together when the earthquake ed., of NDRP was created.
- New and additional  
 • (Wind and flood damage this time ed) update flow and checklist, the template each time the NDRP is created, it is updated  
 • I reflect Common Edition, also to Appendix I its contents

## Standard Reporting Formats to be attached in Operation Manual

- Inspection of existing format and Creating a standard format
  - Re-check the style or who to use for what
  - Create a standard format according to the scene you want to use (Managed with the form number)
- Organize the format you want to use depending on the type of disaster

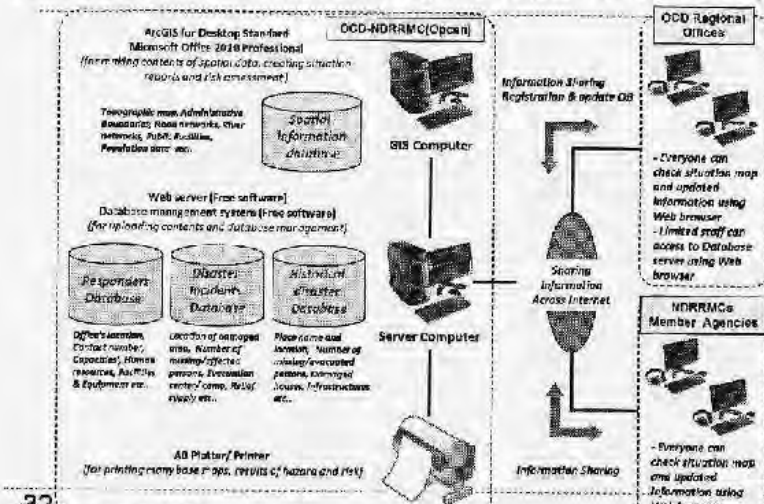
	Hydro-M	Seismic	Tsunami	Volcanic	...	Image
FormA-1	○	○	○	—	—	
FormA-2	○	○	○	—	—	
FormA-3	○	—	—	—	○	
FormB-1	—	○	—	—	○	
...	—	—	—	—	○	

I think whether it is the examination of the report in the style towards the NDRP. It is necessary to organize and easy to use in the manual and its contents.

## Appendixes in Operation Manual

- Job Description for Response of each section
- Organization Chart
- Staff arrangement table of each stage/level of Activation
- Configuration Table of First Responder
  - Distance group by First Responder, name, up to headquarters
- Decision of the Acting General Manager
- Emergency Response Headquarters installation criteria
- Contact system diagram of the headquarters, branch, other organizations and local task force
- Materials and Equipment List
- Timeline of tools and services

## Overview of Pilot Information Management System under development



**Purpose:**

- 
- Response**
- Administrative agencies  
Province, City / Municipality, District
  - NBC
  - Red Cross
  - Other Responder Group
- Collecting Responders Information**
- Regional I**
- CAR**
- Collecting Responders Info.**
- Entering info. by phone form  
Registration by E-mail or Fax if can't use online form
- Registration & Accounting**
- Disaster Response**
- Sharing Responders info. on the Web GIS  
<Disaster Disasters>
- Web GIS**
- Disaster Response**
- Utilized for Making Inventory of Responders and others  
<Disaster Disasters>
- Disaster Risk Reduction and Management Capacity Enhancement Project**

**Purpose:**

- 
- Disaster Management Situation Report**
- Incident Reporting**
- Category of Templates:**
- A. INCIDENTS MONITORED
  - B. AFFECTED POPULATION
  - C. CASUALTIES
  - D. FLOODED AREAS
  - E. COST OF ASSISTANCE
  - F. LOS. OF DAMAGER
  - G. DAMAGED POLARIS
  - H. STATUS OF ITR, INPS
  - I. ASSETS DEPLOYED
  - J. DECLARATION OF STATE OF CALAMITY
- Upload Excel file template (DD is updated automatically)**
- Manual entry on a form by way of minor updating**
- Web-UIS Interface**
- Shifting incidents situation on the Web-GIS for decision making**
- Utilized for making Situation Reports**
- Mash up situation data managed by NDRPM's member Agencies**
- DISASTER MANAGEMENT SITUATION REPORT**
- DRMATIC**

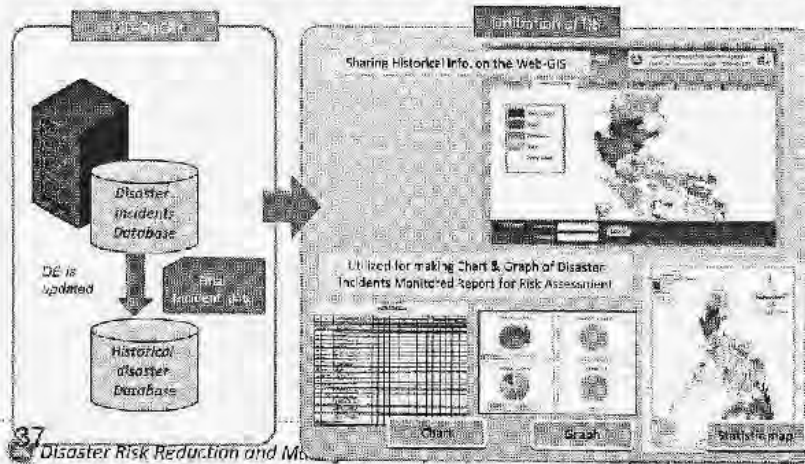
- |  |
|--|
| 1. Name of office/ Organization  |
| 2. Location / Address<br>(Region, Province, City, Municipality, District, Barangay, Street/Road, Building) |
| 3. Contact Person/s<br>(Name, Position, Cell No Telephone#, Fax#, Radio Frequency, Email, Website)         |
| 4. Specialization / Capability of the Organization   |
| 5. Manpower Composition<br>(Category, Number of persons, Trainings attended)                               |
| 6. Equipment<br>(Type of Equipment, Qty, Description / Specifications, Purpose / Use)                      |



### Concept of Historical Disaster DB

#### Purpose:

- After Disaster : Supporting to make the formal reports on each disaster
- After Disaster : Utilization of historical data in various ways (ex. Risk Assessment)



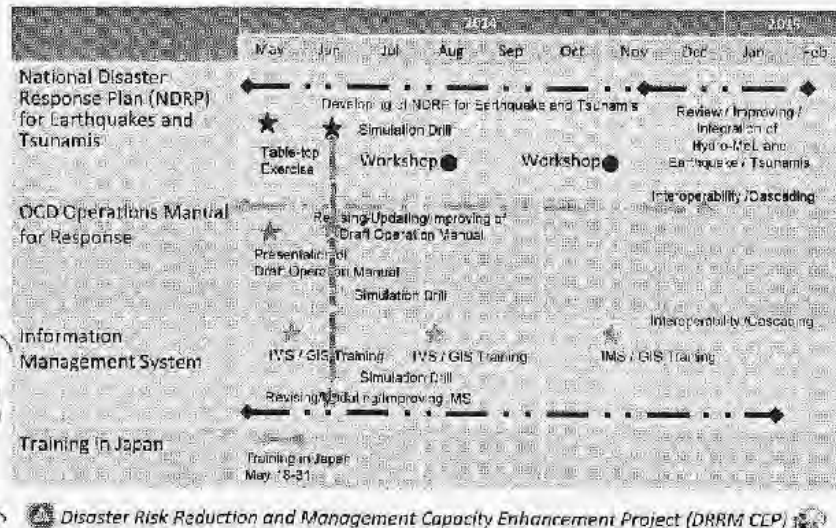
### Summary: Component 2 (Operations)

Activity	Products and Achievements after the DRRM CEP	Achievements of the 2nd Year	Expected achievements of the 3rd Year	Issues for 3rd year (Items to be clarified)
2-1 National Disaster Response Plan (NDRP)	• Completion of Parts of Hydro-Meteorological Disaster and Earthquake / Tsunamis	• Final Draft of the NDRP for Hydro-Meteorological Disasters	• NDRP for Earthquake / Tsunamis • Tabletop Exercise • Simulation Drill • Revising NDRP	• Scale and Timing of Simulation Drill (June 2014) • Final Approval • Amendment System of the NDRP
2-2 OCD Operations Manual for Response	• Preparation of OCD Operation Manual for Response	• Preparation of Draft OCD Operation Manual for Response	• Finalization of OCD Operations Manual for Response	• Interoperability with the NDRP and IMS through Tabletop/Drill
2-3 Information Management System	• Basic IMS for OCD • Utilization of Basic GIS Software	• Proto-Type of IMS • Two (2) Basic GIS Trainings	• On-the-Job Trainings for IMS • GIS Trainings • Simulation Drill w/ the NDRP • Improving IMS	• The Number of OCD Staff who can use GIS Software (In Project, aim as many as possible)

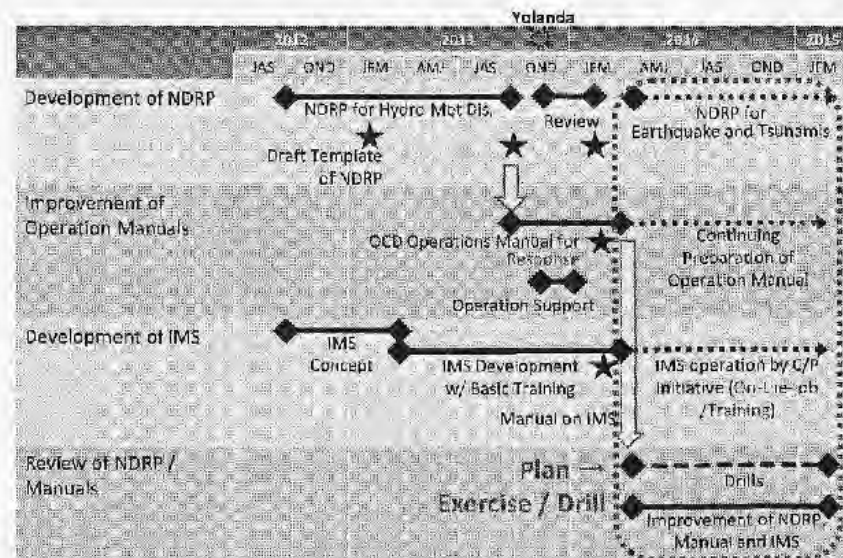
Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

B7-131

### Component 2: Proposed 3<sup>rd</sup> Year Activities



### Component 2: Activity's Timeframe







### Component 3 DRRM Education & Training Component

41



### Component 3: Officers and Experts in Charge

42

OCD Officers in Charge (Education and Training, and Human Resource Divisions)		JICA Expert Team
<b>ET &amp; HR Division</b>		<b>HRD component</b>
Bgen Juanito W Dalmas		Ms. Miki Kodama
Dr. Blanche T. Gobienciong		
Ms. Susana E. Quiambao		Ms. Hannah Lyda
Ms. Rodella Rosario R. Rodriguez		Mannag-
Ms. Shereen Lucas		Fernandez
Ms. Rona C. Delos Santos		
Mr. Roberto Manalo		

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

### Component 3: Output Image of Major Products

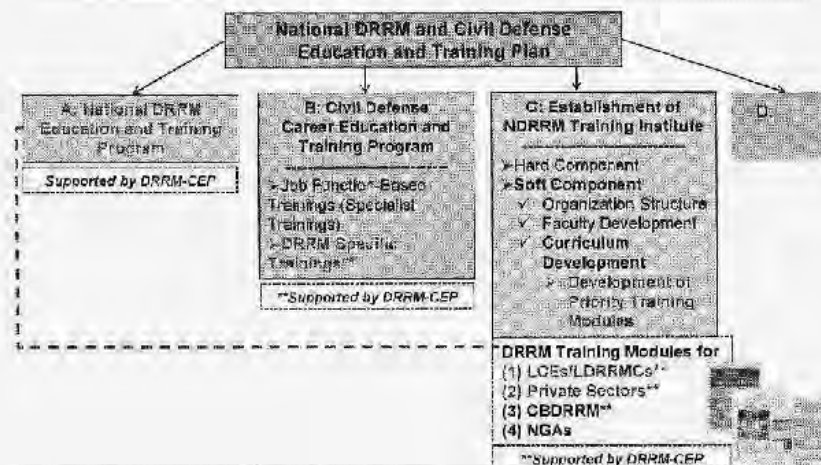
43

Major Products	
<b>3-1: National DRRM Education and Training Program</b> (for technical capacity building)	<ul style="list-style-type: none"> <li>List of Stakeholder Groups with Major Roles and Necessary Competencies</li> <li>List of Standard Training &amp; Education Programs (Training, Education, Awareness, and Research) with course/activity outline and proposed implementation organizations</li> <li>Implementation Schedule with Cost Estimation for coming 10 years</li> </ul>
<b>3-2 Development of Training Modules/ Course Manuals</b>	<ul style="list-style-type: none"> <li>Training Modules for the Prioritized Trainings (tentatively LCEs/LDRRMCs, CBDRRM* and Private Sector, (NGAs**))</li> <li>*supported by component 4, **to be done by OCD</li> </ul>
<b>3-3 Civil Defense Career Education and Training Program on DRRM</b> (for technical capacity building)	<ul style="list-style-type: none"> <li>Basic concept of career development</li> <li>List of Standard Training Programs with course outline</li> </ul>

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

### Component 3: Major Products

44



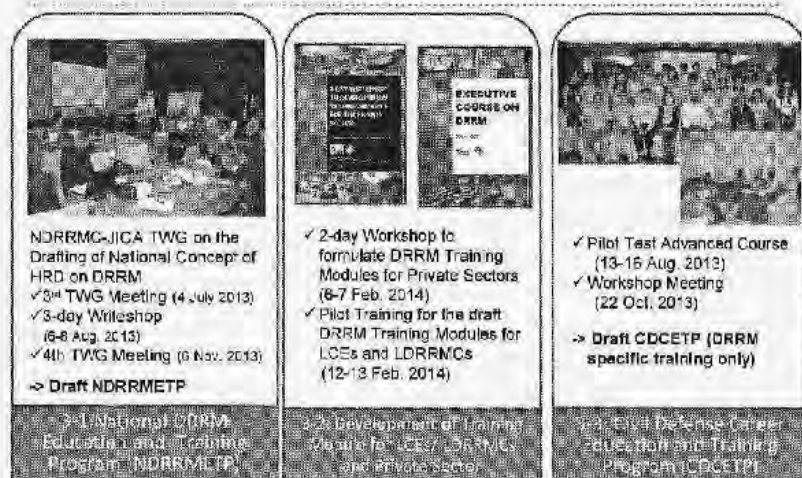
Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

Appendix 2

Appendix 6-2

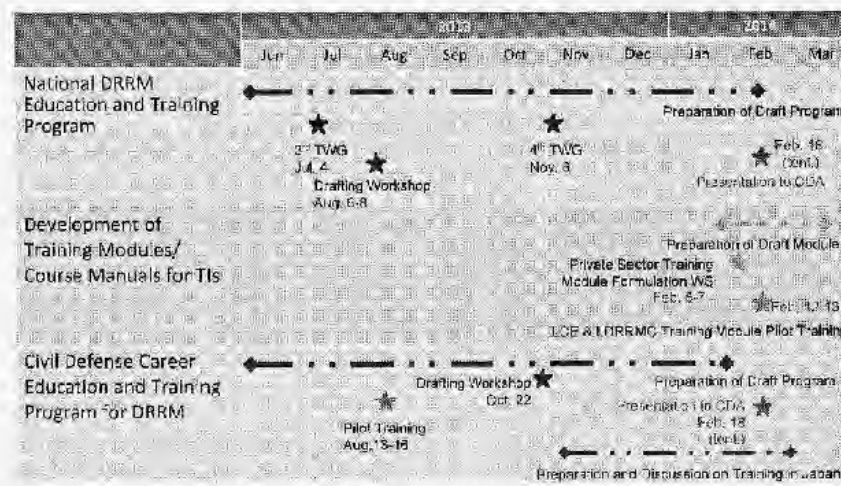
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## Component 3: Major Activities in the 2<sup>nd</sup> Year



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Component 3: 2<sup>nd</sup> Year Activities



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## National DRRM Education and Training Program (DRRMETP) in the National DRRM and Civil Defense Education and Training Plan



### Contents

1. Introduction
    - 1.1 Background
    - 1.2 Establishment of the technical working group
    - 1.3 National DRRM and Civil Defense Career Education and Training Plan
  2. Current situation of capacity enhancement on DRRM
    - 2.1 Current major DRRM training program in the Philippines
    - 2.2 Current issues and challenges for capacity enhancement on DRRM
  3. Basis for formulating the national concept
    - 3.1 Stakeholder groups in DRRM in the Philippines
    - 3.2 Major roles of stakeholder groups
    - 3.3 Necessary competencies for each stakeholder group
  4. List of the standard DRRM training
  5. Course outline of the standard DRRM training
- Annex 1: List of the current major DRRM training (2009-2012)

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA



## National DRRM Education and Training Program (DRRMETP) Stakeholders Groups

Stakeholder Groups	Composition
1. National Government Agencies	DND (Chair), DILG (Preparedness), DOST (Prevention and Mitigation), NEDA (Rehab and Recovery), DSWD (Response), Hazards Monitoring and Warning Agencies, PHIVOLCS-DOST, PAGASA-DOST, MGB-DENR, CSO reps
2. Local Government Units	P/C/MDRRMC (P/C/M*), Local Chief Executives, LDRRMCs
3. Communities	Barangay, Individuals and Families, and Disaster Vulnerable Sectors
4. Civil Society Organizations (CSOs)	NGOs and INGOs
5. Academe	Academe (SUCs, Private & Public Schools/Universities, research institutions, vocational schools/centers)
6. Private Sectors	Private Sectors (private companies, corporate social responsibility)
7. Media	Media (Broadcast (radio, TV), Print, Social Media, Film)

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA



## National DRRM Education and Training Program (DRRMETP) List of Standard DRRM Training (1/2)

National Government Agencies	
DRRM-N101 DRRM and Intra-Agency Approval for Preparedness in NGAs	DRRM-C101 Basic Orientation on CBDRRM Course (for common people in the community)
DRRM-N102 Basic DRRM Trainers' Training Course for all NGAs	DRRM-C102 Basic CBDRRM Course (for DRRMC/ other stakeholders)
DRRM-N102 Advanced DRRM Course for DRRM in NGAs	DRRM-C103 Regional ToT on Advanced CBDRRM Course
DRRM-N104 JCS Workshop for Emergency Managers in NGAs	DRRM-C104 Regional ToT on Advanced CBDRRM Course for Disaster Preparedness
	DRRM-C105 Regional ToT on Advanced CBDRRM Course for Disaster Response
	DRRM-C106 Regional ToT on Advanced CBDRRM Course for DRRM Plan
	DRRM-C107 Regional ToT on Expert CBDRRM Course for DRRM
	DRRM-C108 Regional ToT on Expert CBDRRM Course for Disaster Recovery
	DRRM-C109 Expert CBDRRM Course on DRRM-Armed Conflict
	DRRM-C110 Expert CBDRRM Course on DRRM-NGOs
	DRRM-C201 Specific Skills Course for Disaster Response (CADRE: Community Action for Disaster Response) I
	DRRM-C202 CADRE 2- Training for Instructors
	DRRM-C203 CADRE 3- Instructors Workshop
Local Government Units	
DRRM-L101 Executive Course on DRRM for LCEs	DRRM-L102 Government Executive Course on DRRM
DRRM-L103 Advanced DRRM Courses for LDRRMCs	
DRRM-E101 ToT for DepEd Trainers on DRRM	
DRRM-E102 ToT for NSRC Instructors/Trainers on DRRM	
DRRM-E103 ToT for Trainers of the Pre-school Teachers on DRRM	
Private Sectors	
DRRM-P01 Basic Course on DRRM for Private Sectors	
Media	
DRRM-M101 Basic Course on DRRM for Private Sectors	

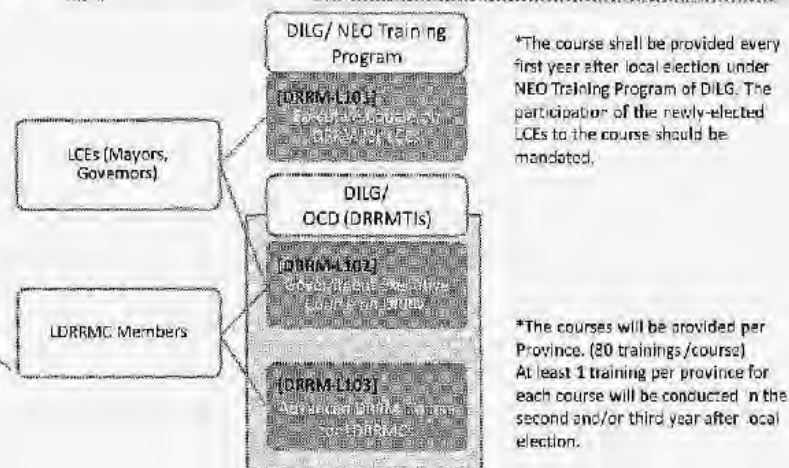
## National DRRM Education and Training Program (DRRMETP) List of Standard DRRM Training (2/2) Specific Skills Courses

<Prevention and Mitigation>	
DRRM-S101	Assessment of Infra and Critical Facilities
DRRM-S102	Understanding SOPs of Warning Agencies
DRRM-S103	Community-based Risk Assessment (CBRA)
<Preparedness>	
DRRM-S201	Contingency Planning Formulation Workshop (3 days)
DRRM-S202	Basic Map Reading Updating (5 days)
DRRM-S203	Building Emergency Evacuation Planning (BEEP)
DRRM-S204	GIS Training for DRRM
<Response>	
DRRM-S301	Basic Incident Command System (3 days)
DRRM-S302	Incident Command System (ICS) Executive Course (1 day)
DRRM-S303	Integrated Planning Course on ICS (5 days)
DRRM-S304	ICS Position Course (5 days)
DRRM-S305	All-Hazards Incident Management Team Training (5 days)
DRRM-S306	Simulation Exercise (SIMEX) (3 days)
DRRM-S307	Humanitarian Standard Course on Sphere (5 days)
DRRM-S308	Basic Rapid Damage Assessment and Needs Analysis (RDNA) (3 days)
DRRM-S309	Advanced Rapid Damage Assessment and Needs Analysis (RDNA) (3 days)
DRRM-S310	Fire Suppression Technologies (1/2 days)
DRRM-S311	Basic Life Support (BLS) training (3 days)
DRRM-S312	First Aid Training (FAT) (2 days)
DRRM-S313	Evacuation Center Management
DRRM-S314	Psycho-social Processing
DRRM-S315	High Angle Rescue Training (5 days)
DRRM-S316	Collapsed Structure Search and Rescue (SAR) Training (5 days)
DRRM-S317	Rapid Water Search and Rescue Training (5 days)
DRRM-S318	Logistic Coordination Training
<Rehabilitation and Recovery>	
DRRM-S401	Post-Disaster Needs Assessment (PDNA) (5 days)
DRRM-S402	Guidelines on Shelter Assistance
DRRM-S403	Cost/food for Work
<Others>	
DRRM-S501	Training for Instructors (5 days)
DRRM-S502	Monitoring and Evaluation Systems
Capacity Enhancement Project (DRRM CEP)	

Capacity Enhancement Project (DRRM CEP) JICA

## National DRRM Education and Training Program (DRRMETP) Implementation Scheme (a sample of Training for LGUs)

51



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## National DRRM Education and Training Program (DRRMETP) Course Outline (a sample of Training for LGUs)

52

National Government Agencies	
Target Stakeholders/Implementing Unit/Level	LDRRMC Members (Module I-X)
Course Description	This course is designed for members of the LDRRMCs. Through this course, LCEs and LDRRMCs shall be able to have an enhanced understanding of DRRM and shall be able to understand their roles and core functions, and appreciate planning and programming for DRRM.
Objectives	<p>&lt;LDRRMCs&gt;</p> <p>At the end of this course, participant LDRRMCs are expected to:</p> <ol style="list-style-type: none"> <li>1. Identify and prioritize various hazards and risks, both natural and human induced, that may pose threat to communities;</li> <li>2. Have understanding and appreciation of RA's 10121 and 9729, their basic concepts, framework, and national plans and priorities;</li> <li>3. Internalize their roles, and core functions in DRRM as provided by law;</li> <li>4. Appreciate proper utilization of DRRM Funds and other related funds;</li> <li>5. Have comprehensive understanding of risk assessment; and</li> <li>6. Understand and appreciate planning and programming for Disaster Preparedness, Response and Mitigation.</li> </ol>
Responsible Agencies	DILG/ LGA, OCD/ DRRMTIs
Duration	3 day (exclusive of travel time)

## Course Outline (a sample of Training for LGUs)

Division	Topics/Activities	Training Method	Resource Org./Persons
I	Learning from Past Major Disasters and Leadership Roles in DRRM	Lecture	OCD, MGB, PHIVOLCS, PAGASA
II	Legal and Institutional Framework of RA 10121 and RA 9729	Lecture	OCD
III	Sourcing, Utilization, and Management of DRRM Resources	Lecture	D8M, DILG COA
IV	Roles, Responsibilities, and Powers of LDRRMCs	Lecture	OCD, DILG
V	Overview of Hazard and Risk Assessment	Lecture	OCD, DILG, MGB, PHIVOLCS, PAGASA
VI	Elements of Disaster Preparedness	Lecture	DILG
VII	Overview of Disaster Mitigation and Prevention	Lecture	DOST
VIII	Overview of Disaster Response	Lecture	DSWD, OCD
IX	Overview of Disaster Recovery and Rehabilitation	Lecture	NERA, DILG, MGB
X	Local DRRM Plan	Lecture	DILG, OCD

Training will be provided to the identified priority provinces with high vulnerability to multi-hazards. Gender and PWD consideration for DRRM should be included in the topics.

LGU participants have their respective DRRM plans with the four thematic areas.

## Civil Defense Career Education and Training Program (on DRRM) in the National DRRM and Civil Defense Education and Training Plan

### Contents

#### CHAPTER 1: ROLES AND RESPONSIBILITIES OF OCD

Roles and Responsibilities of OCD from the Act 1.2. Establishment of the technical working group  
Powers and Functions of OCD  
The OCD Organization Structure and Staffing Pattern  
Core Functions of Offices/Divisions of OCD Central Office  
Technical Capacities/ Competencies Required for OCD Staff

#### CHAPTER 2: EXISTING CONDITIONS, GAPS AND ISSUES

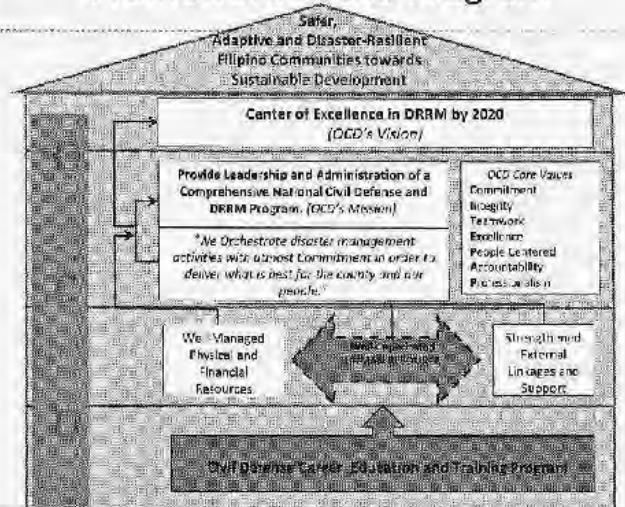
Summary of Capacity Assessment conducted by JICA DRRM Capacity Enhancement Project  
Summary of Comments and Recommendations Gathered from the Conduct of Two DRRM Pilot Trainings

#### CHAPTER 3: CIVIL DEFENSE TRAINING PROGRAM FOR DRRM TECHNICAL CAPACITY ENHANCEMENT

Framework of the Program (Vision, Goal and Objectives)  
Basic Concept of the Structure of the Program  
Outline of the Proposed Training Courses With Proposed Yearly Schedule and Estimated Cost  
Implementation Scheme

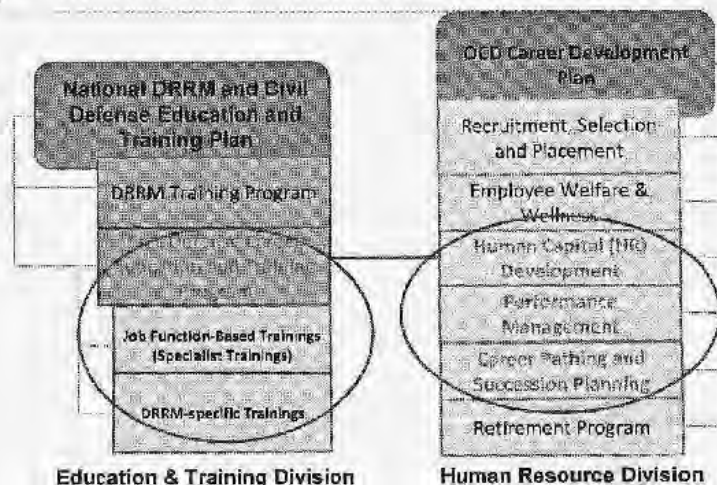
Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Framework of the Program



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## Civil Defense Career Education and Training Program on DRRM Relation to the Career Development Plan

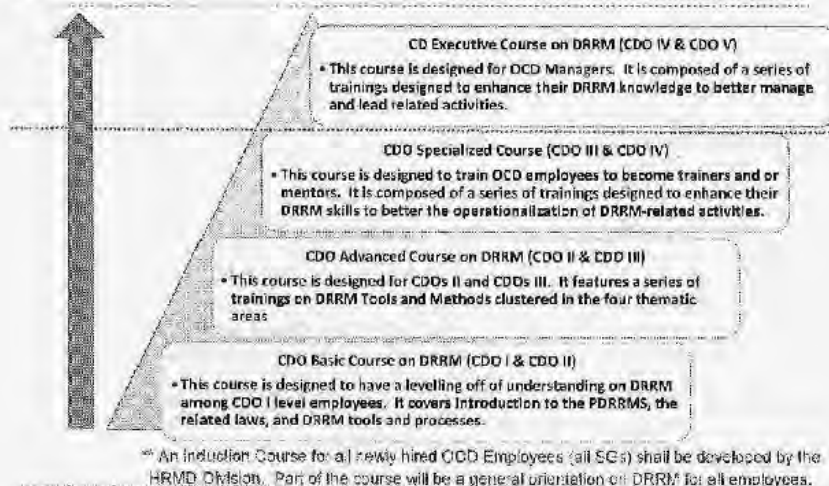


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## Civil Defense Career Education and Training Program on DRRM 57

### Program Overview



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Civil Defense Career Education and Training Program 58

### CDO BASIC COURSE ON DRRM

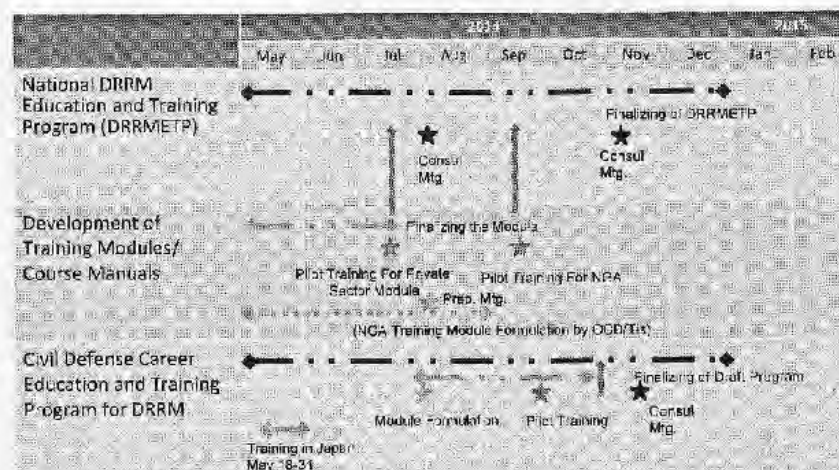
Code	Topic	Code	Topic
1	Concepts and Principles on DRRM	4	DRRM Tools: Introduction to Information Management & EWS
2	Introduction to Phil Risk Profile		Introduction to Hazard Mapping
3	PDRRMS: Evolution of DRRM (Local and International Partnerships)		Introduction to CP
	Legal Basis (RA 10121)		Introduction to CSDTRM
	Framework & Plan (NDRRMP and NDRRMC)		Introduction to Business Continuity Planning
	Mitigation and Prevention		Introduction to Dev't of LDRRMP
	Preparedness		Introduction to RDANA/ PDANA
	Response		Introduction to LCS
	Early Recovery and Rehab		Introduction to Cluster Approach (Humanitarian Assistance)
	NDRRMC		Introduction to OSS (One Stop Shop)
3	Understanding Hazards		Introduction to Conduct of Drills and Exercise
	Natural		Introduction to First Aid and BLS
	Hydromet		Others
	Climate Change	5	Site/ Field
	EQ/Volcano		NDRRMC OpCon
	Landslide		Makati OpCon/ Pasig OpCon
	Human-Induced/ Anthropogenic Hazards		PHIVOLCS
	CBRNE, FHE, Accidents, etc.		PAGASA
			FCIC
			DENR
			DPWH/ MMDA
			Disaster Stricken Areas

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Summary: Component 3 (DRRM Education and Training)

Activity	Products and Achievements after the DRRM CEP	Achievements of the 2nd Year	Expected Achievements of the 3rd Year	Issues for 3rd year
3-1 National DRRM Education and Training Program	National level concept of HRD on DRRM (for technical capacity building)	Draft National DRRM Education and Training Program	Improvement of National DRRM Education and Training Program	Implementation of TWG/ consultation meeting as scheduled with active participation of the members
3-2 Development of Training Modules/ Course Manuals	Development of 4 priority DRRM training modules for DRRM TIs	DRRM Training Modules for LCEs and LDRRMCs Draft DRRM Training Modules for Private Sectors	Development of DRRM Training Modules for (1) Private Sectors and (2) NGAs	Implementation of pilot trainings as planned
3-3 Civil Defense Career Education and Training Program on DRRM (technical capacity building)	Civil Defense Career Education and Training Program on DRRM	Pilot training for the Level 2 Draft Civil Defense Career Education and Training Program on DRRM	Improvement of Civil Defense Career Education and Training Program on DRRM	Implementation of the planned workshop, pilot training and consultation meetings according to the schedule

## Component 3: Proposed 3<sup>rd</sup> Year Activities



Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)





## Component 4 CBDRM Component

61

## Why Community-Based DRRM?

62

*Barangays and communities are front-liners during disasters, prior to receiving any immediate assistance and external partner support.*

Enhancement of Community /individual skills is fundamental

*Pre-emptive evacuation to higher ground save more than 3,000 lives (one dead) in the devastated Manicani island (Guiuan)*

ABS-CBN News-11/19/2013 1:01 AM

<http://www.abs-cbnnews.com/nation/regions/11/13/13/evacuation-saves-guiuan-islanders-lives>

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)



## Component 4: CBDRM Component Officers and Experts in Charge

63

DRRM Officers in Charge DRRMS & Training & Plans and Program Division	JICA Expert Team CBDRM Component
Ms. Lenie D. Alegre Bgen Juanito W Dalmás Dir. Edgardo J. Ollet	Mr. Yoshihiko Uchikura
Ms. Anna-Lisa D. Orallo Ms. Susana E. Quiambao Ms. Shelby Ruiz Ms. Ma. Teresa J. Galang Ms. Raquel De Leon Mr. Kenneth C. Menor	Ms. Naoko Kitazawa Ms. Mayfourth Luneta Ms. Christina F. Derafara

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

## Component 4: Output Image of Major Products

64

Major Products	
<b>CBDRM Concept Paper</b>	<ul style="list-style-type: none"> <li>➤ Definition of CBDRM activities</li> <li>➤ Responsibilities of related agencies</li> <li>➤ CBDRM implementation mechanism</li> <li>* final draft has been prepared. Waiting for approval.</li> </ul>
<b>CBDRM Training Course (including module and instructor's guide for Barangay)</b>	<ul style="list-style-type: none"> <li>➤ Training course with module: final draft in February</li> <li>➤ Instructor's guide: final draft in February</li> <li>➤ Concept of instructor's guide: <ul style="list-style-type: none"> <li>- Utilize existing material and information</li> <li>- Provide easy to understand material</li> <li>- Include effective and appropriate good practice</li> </ul> </li> <li>* To be finalized in 3<sup>rd</sup> year activity</li> </ul>
<b>CBDRM Action Plan</b>	<ul style="list-style-type: none"> <li>➤ Implementation plan at each level based on the concept paper</li> <li>➤ To be prepared in 3<sup>rd</sup> year activity</li> </ul>

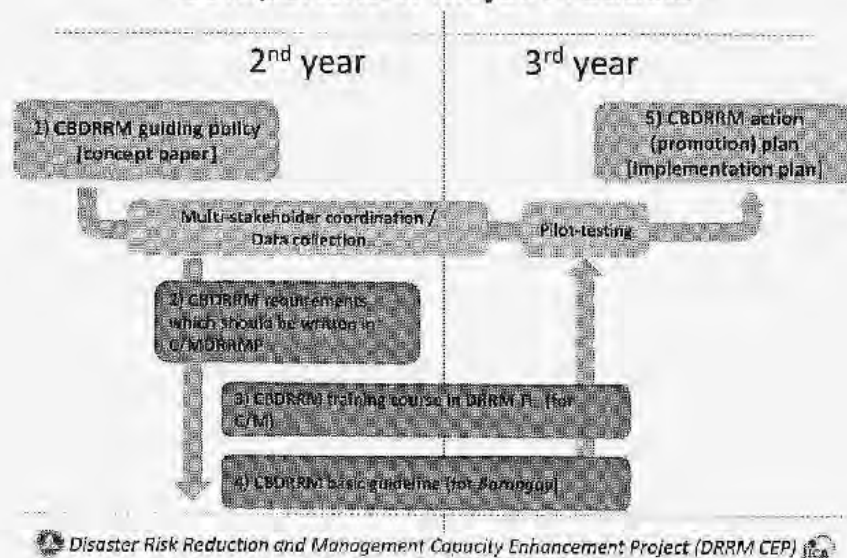
Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP)

Appendix 2

Appendix 6-2

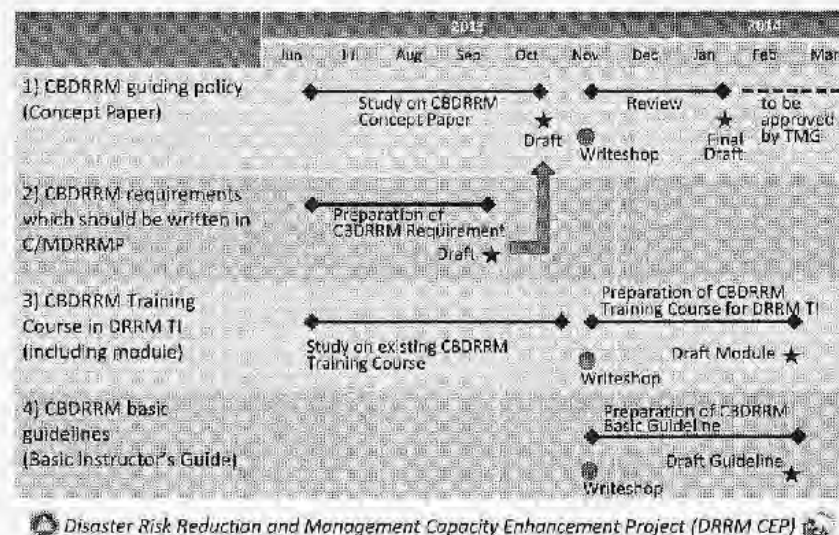
## Component 4: Major Products

65



## Component 4: 2<sup>nd</sup> Year Activity

66



## Formulate a CBDRRM guiding policy

67

### « Background »

**CBDRRM Activity has to be conducted all over the Nation, But there is no National policy**

Various agencies are conducting CBDRRM activity based on their own policy/ rule

**And, the resources are limited...**

The formulation of a National guiding policy (called concept paper) is crucial to conduct efficiently CBDRRM activities at all level of governance and administration, in the whole Nation.

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Formulate a CBDRRM guiding policy

68

### « Main Contents of the concept paper »

#### -Definition of CBDRRM activities

To clarify/establish a common understanding

#### -Responsibilities of agencies

To determine the role and responsibility of each agencies

#### -CBDRRM implementation mechanism

To define the mechanism to promote CBDRRM activities

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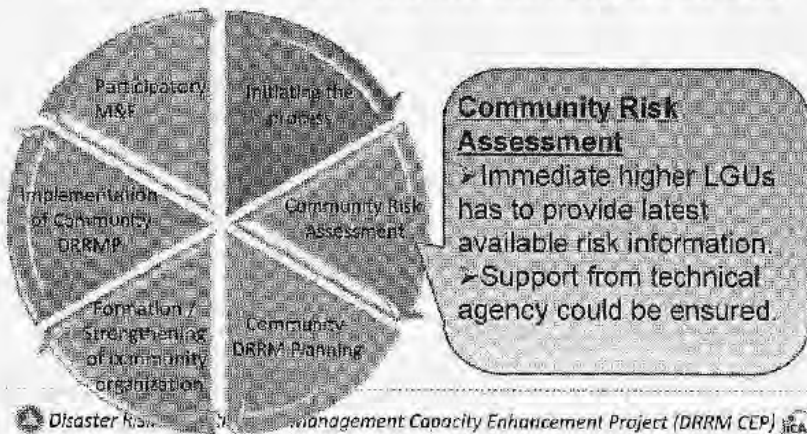
Appendix 2

Appendix 6-2

## Formulate a CBDRRM guiding policy

### Definition of CBDRRM Activity

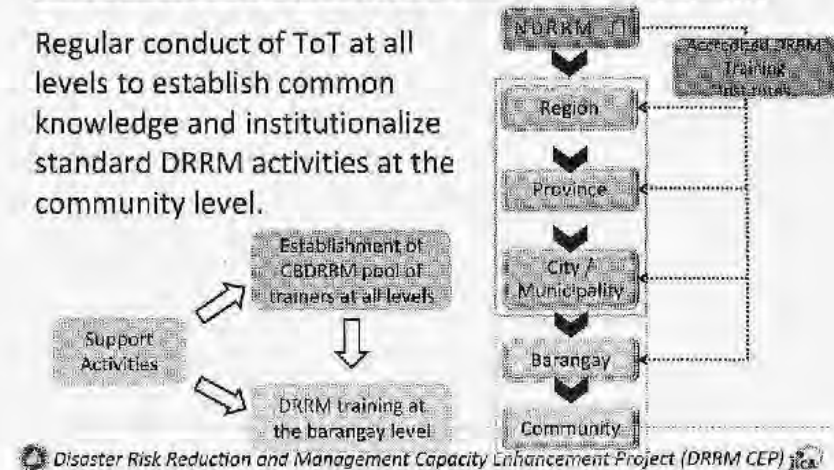
The 6 steps (minimum CBDRRM activities) are defined



## Formulate a CBDRRM guiding policy

### CBDRRM implementation mechanism (Pool of trainers)

Regular conduct of ToT at all levels to establish common knowledge and institutionalize standard DRRM activities at the community level.



## Formulate a CBDRRM guiding policy

### CBDRRM implementation mechanism (Support activities)

To ensure the implementation of the whole CBDRRM process the following "support activities" must be conducted

#### Development of Policy, training materials (National Level)

- 1) Policy support for CBDRRM program implementation
- 2) Development and integration of CBDRRM training materials

#### Formulation of CBDRRM implementation plan and integration of this plan into existing plans (All level)

- 3) Development of CBDRRM implementation plan
- 4) Integration of CBDRRM implementation plan into existing plans

#### Maintain the sustainability of the CBDRRM activities

- 5) Development of monitoring and evaluation system for CBDRRM
- 6) Advocacy/information and education campaigns

## Prepare a CBDRRM basic instructor's guide

### «Purpose»

- To serve as a standard guide to train Communities

### «Users»

- CBDRRM trainers

### «Concept»

- To ensure the integrity of the CBDRRM activities program
- To provide easy to understand materials
- To propose effective and appropriate practices



## Prepare a CBDRRM basic instructor's guide

### Multi-stakeholder participation

Based on the materials and opinions from various agencies, organizations including private sector.

- Interviews /exchange of e-mail with 56 agencies (1<sup>st</sup> year)
- Collection of 179 training materials (1<sup>st</sup> year)
- Writeshop to share and revise the draft guideline (2<sup>nd</sup> year)



Writeshop for revision of CBDRRM Basic Instructor's Guide, Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) November 8 – 7, 2013

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) jica

## Prepare a CBDRRM basic instructor's guide

### Provide easy to understand materials

To clarify/ make easier to imagine, some real stories and good practices are included in the guideline.

The community of Mangin in Dagupan City, Province of Pangasinan, is a champion of Community Based Disaster Risk Reduction and Management (CBDRRM). The Mangin residents have manifested commitment and self-reliance in performing their roles for safety and survival. They participated in the risk assessment process, development of early warning system, evacuation plan, simulation, and implementation of small-scale mitigation projects. Having been empowered to work hand in hand with the city government of Dagupan City, and other relevant stakeholders, the community of Mangin was among the recipients of the Gawad Kalasag Award in 2008.

Examples of actual story / good practice

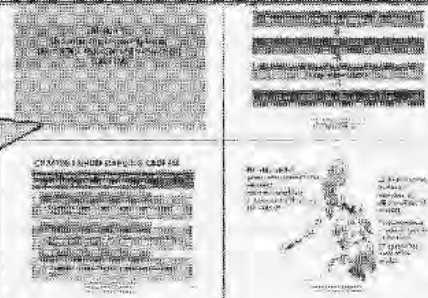
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## Prepare a CBDRRM basic instructor's guide

### Propose effective and appropriate practices

A "tool kit(explanation slides and handout)" is attached to the guideline. This tool kit provides some lecture module materials which can be used by the trainers.

Explanations material(slides) and handout to train the communities



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## Training Program(module) for TI

Day	Module	Contents
1	AM [Module0] Introduction	How to use this guideline Outline of the CBDRRM course in TI
	PM [Module1] Understanding the Philippines context and the importance of CBDRRM	Preliminaries, National Disaster Situation, Legal Bases, Importance to implement CBDRRM activities
2	AM [Module2] Steps of CBDRRM program	CBDRRM process, Introduction to community risk assessment, CBDRRM Plan, Formation / Strengthening of Community Organization / group, Community monitoring and evaluation
	PM [Module3] Preparedness and mitigation for each hazard	What is "Preparedness" and "Mitigation"? EWS, Family Action Plan, Simulation drills
4	AM [Module4] Response and rehabilitation	What is "Response" and "Rehabilitation"? Possible Action taken by community during disaster, First aid, ECM
	PM [Module5] Action Planning	

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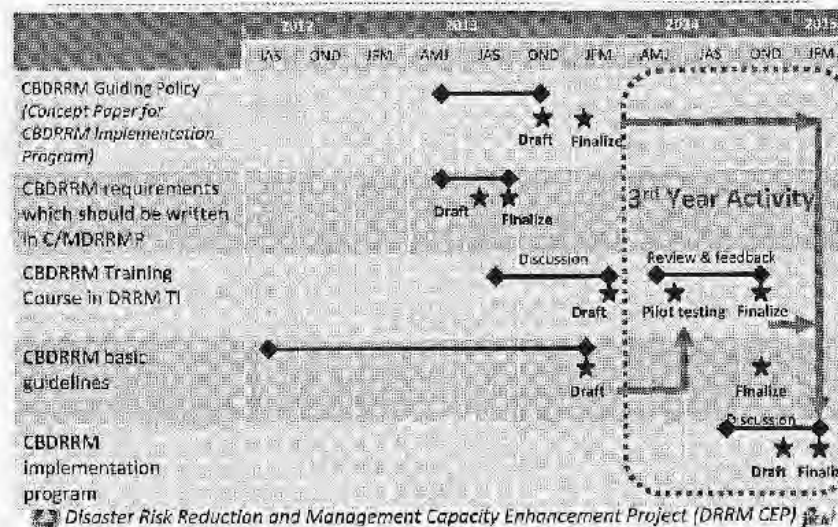
## Summary of Progress: 2<sup>nd</sup> year / CBDRRM component

77

Activity	Progress	Challenges / Plans
1) CBDRRM Guiding Policy (Concept Paper for CBDRRM Implementation Program)	• Concept paper revised and shared to OCD counterparts	• Approval by TMG of Preparedness by February • Final draft
2) CBDRRM requirements which should be written in C/MDRRMP	• <Integrated in concept paper>	
3) CBDRRM Training Course in DRRM TI	• <reviewed based on TI module>	
4) CBDRRM Basic Guideline	• On going revision /module writing	• Module writing/revision by last week of February • Final draft by April  • Criteria for pilot-testing • Coordination with regional level
5) CBDRRM Implementation	• Planning for pilot-testing	

## CBDRRM Component planned Activities

78



## Plan of 3<sup>rd</sup> year activity

79

### «Goals of the 3<sup>rd</sup> year»

- 1) To review
  - the CBDRRM guiding policy
- 2) To finalize
  - the CBDRRM training Course in DRRM TI
  - the CBDRRM basic guidelines

The conduct of pilot-testing is fundamental to review and finalize the guiding policy and guidelines.

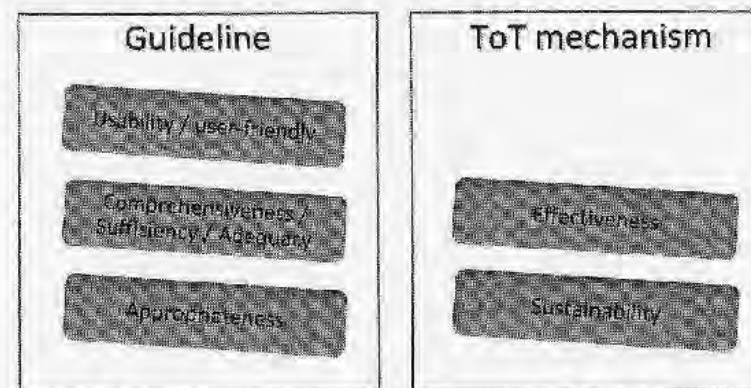
- 3) To formulate CBDRRM( implementation) plan

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## Conduct of the pilot-testing

80

### «Objectives» To check and finalize the draft



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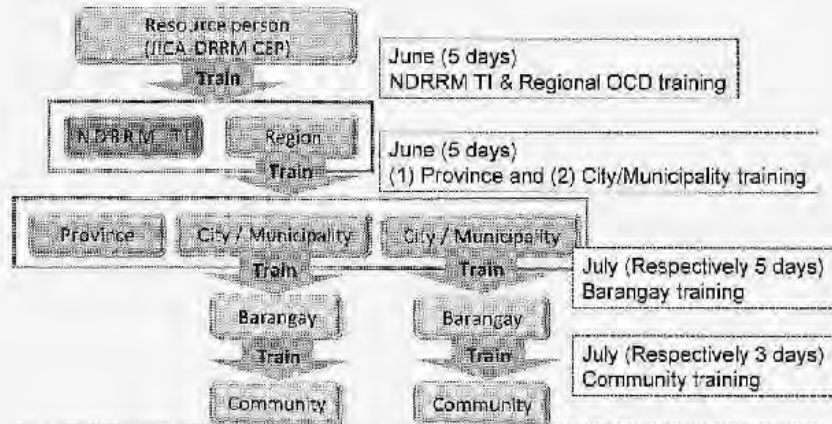
Appendix 2

Appendix 6-2



## Conduct of the pilot-testing

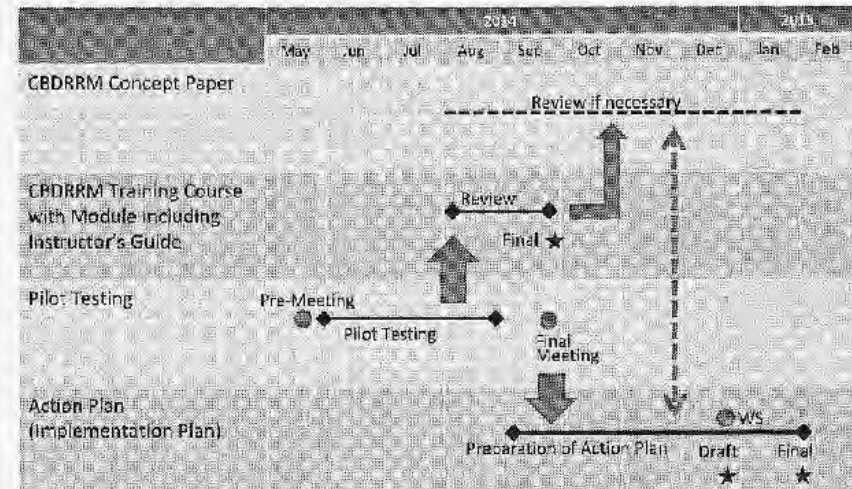
### «Method»



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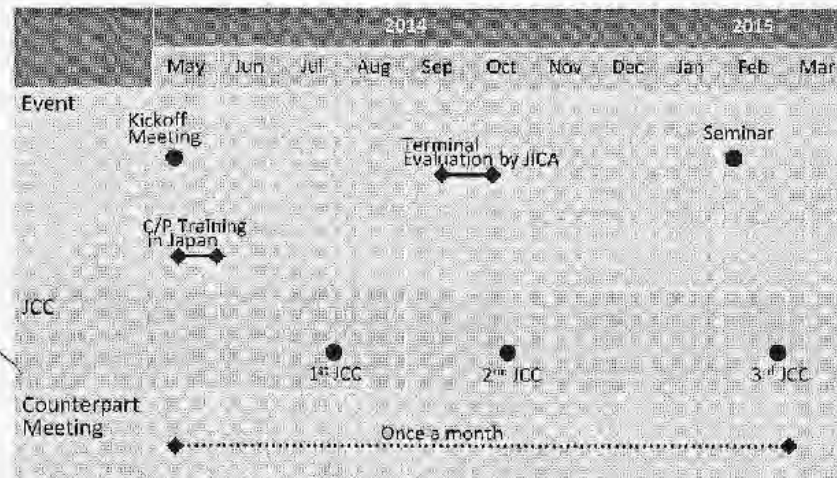
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## Component 4: Proposed 3<sup>rd</sup> Year Activity



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## Plan of 3<sup>rd</sup> Year



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## Revision of Project Design Matrix (PDM)

Overall Goal	Objectively Verifiable Indicators	Means of Verification	Important Assumption
Project Purpose			
Outputs			
Activities		Inputs	
		Pre- Condition	

Disaster Risk Reduction and Management Capacity Enhancement Project (DRRM CEP) JICA

## Revision of Project Design Matrix (PDM)

- “Objectively Verifiable Indicators” are described with more detailed targets by using the words as follows:
  - Overall goal: “implemented / in operation”
  - Project purpose: “authorized / ready for operation”
  - Outputs: “developed / approved”
- “Activities” for all four components have been revised based on the actual activities proceeded during the 1<sup>st</sup> year and 2<sup>nd</sup> year.
- Terminology and expression used have been adjusted to the actual usage in OCD.

## Project Design Matrix

Project Name: Disaster Risk Reduction and Management (DRRM) Capacity Enhancement Project  
 Target Area: Philippines  
 Implementing Agency: Office of Civil Defense (OCD)

Duration: 2012 – 2015 (3 years)  
 Target Group: OCD staff

Version 3.0  
 Date: 7 February 2014

Implementing Agency: Office of Civil Defense (OCD)	Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
	<b>Overall Goal</b> DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.	•Sunset Review of RA10121 is implemented. •LDRRMPs of all LGUs are upgraded. •Utilization of DRRMFs by other organizations is regularly updated in OCD's M&E system. •DRRM activities on plans, manuals and guidelines prepared through the project are implemented. (*1) •The concepts, systems and programs prepared through the project are operationalized. (*2)	•Report of Sunset Review •Monitoring sheet •Activity reports / Annual Reports of relevant agencies •Disaster Situation Reports •Surveys and interviews with relevant GOP organizations	
	<b>Project Purpose</b> Capacity on DRRM of OCD is strengthened	•Plans, manuals and guidelines prepared through the project are authorized. •Concepts, systems and programs prepared through the project are ready for operation.	•Minutes of NDRRMC-TMGs •Reports and documents by OCD •OCD's Annual Report •Surveys and interviews with relevant GOP organizations	•Policy direction of GOP on DRRM continues and NDRRMP is legislated •Necessary budget for DRRM activities based on NDRRMP are secured. •Relevant GOP organizations conduct appropriate DRRM activities.
	<b>Outputs:</b> 1. Planning and implementing capacity of OCD on DRRM is strengthened	•Suggestions for Sunset Review of RA 10121 and improvement of NDRRMP on LGU's DRRM activities based on project experiences are prepared. •RDRRMPs at all Regions (17 Regions) are formulated and approved. •LDRRMPs for pilot LGUs in Region II are formulated and approved. •Monitoring tools/sheet of LDRRMPs and LDRRMOs for LGUs is developed.	•Checklist / Monitoring sheet •Project Progress Report •Documents issued by OCD •Resolution of RDRRMP/ Report from OCD regional office •Resolution of LDRRMP / Report from pilot LGUs	•Organizations and members which acquired skills from the project continue to work for DRRM.
	2. DRRM activities including information management are standardized	•NDRPs for Hydro-Meteorological, Earthquake and Tsunami Disasters are approved. •OCD Operation Manual for Response is approved. •IMS (Databases of Responder, Incident and Historical Disaster) at the Central and Regional Offices is approved. •24 ICT staff are trained for IMS. (CO: 7 and ROs 17) •Drills for NDRP, Operations Manual and IMS are implemented.	•NDRP •Operation Manual for Response •Database and IMS set in OCD-CO •Training Reports	
	3. DRRM education and training system and capacity is strengthened	•NDRRMETP is finalized and approved by the OCD top management •Priority training modules for DRRM TIs are finalized and approved by OCD. •Civil Defense Career Education and Training Program are developed and approved by the OCD top management.	•NDRRMETP •Training module •Civil Defense Career Education and Training Program	
4. Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened	•CBDRRM National Policy (Concept Paper), Basic Instructor's Guide and Training Course are presented to NDRRMC TMG-Preparedness for finalization and are approved by the Chairperson of NDRRMC. •Action plan to implement and monitor/evaluate CBDRRM activities are prepared for/by the national and regional levels.	•CBDRRM National Policy / Basic Instructor's Guide / Training Module •Action Plan / Monitoring sheet		
	<b>Activities</b> 1-1 Review RA10121 and National Disaster Risk Reduction and Management Plan (NDRRMP) on LGU's DRRM activities 1-2 Formulate selected Regional DRRM Plan (RDRRMP) 1-3 Formulate selected LGU DRRM Plans (LDRRMPs) 1-4 Guide LGUs to monitor development of LDRRMP and establishment of DRRMO 2-1 Identify the relevant organizations and their roles in DRRM activities 2-2 Identify the necessary human resources, equipment and facilities for DRRM activities 2-3 Identify priority areas of standardized guidelines and operation manuals 2-4 Develop National Disaster Response Plan (hereinafter referred to as "NDRP") 2-5 Develop OCD Operation Manual for Response 2-6 Develop information management system (IMS) for DRRM activities 2-7 Conduct drills based on NDRP, operation manual(s) and IMS 2-8 Review and revise NDRP, operation manual(s) and IMS 3-1 Develop National DRRM Education and Training Program (NDRRMETP) 3-2 Identify and formulate priority training modules for DRRM TIs 3-3 Develop Civil Defense Career Education and Training Program for OCD 4-1 Review previously conducted CBDRRM activities 4-2 Develop CBDRRM National Policy to implement CBDRRM activities 4-3 Develop CBDRRM Training Course with module including Basic Instructor's Guide 4-4 Implement and review pilot CBDRRM activities 4-5 Prepare action plan to implement CBDRRM activities nationwide	<b>Inputs</b> <u>Japanese side:</u> • Dispatch of experts • Disaster Risk Reduction Management Plan/Team leader • Disaster Risk Reduction Management Operation • Human Resource Development & Planning • Community Based Disaster Risk Management • Information Management System • Disaster Risk Reduction Management Plan2/Project coordinator • Other short-term experts (Development of NDRRMP etc) • Machinery and equipment necessary for development of information management system • Cost for the implementation of pilot activities • Counterpart trainings in Japan  <u>Philippine side:</u> • Counterpart personnel • Office space and other facilities necessary for project activities • Necessary operational expenses for the project activates	•Relevant GOP organizations cooperate to the project activities. •Communities in the pilot areas accept the project	
				<u>Pre-conditions</u> •Counterpart personnel from OCD permanent staffs/officials is assigned


\*1: - Response activities are conducted according to NDRP and operation manual.  
 - CBDRRM activities at community level are conducted by utilizing instructor's guideline other than pilot area.

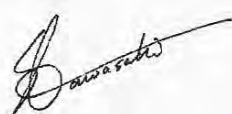
\*2: - DRRM activities implemented by LGUs are monitored, evaluated and supported.  
 - IMS is utilized for DRRM activities according to operation manual.  
 - Training programs are implemented by DRRM TIs and/or other agencies in accordance with NDRRMETP.  
 - Training programs are implemented with OCD Budget in accordance with the Civil Defense Career Education and Training Program.  
 - Tangible Outcomes (e.g. Joint CBDRRM Programs and Implementation by OCD and DILG, CBDRRM Programs by LGUs in accordance with concept/action plan)



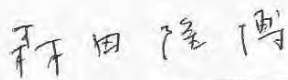
Minutes of Meeting  
between  
Office of Civil Defense  
and  
Japan International Cooperation Agency  
on  
the 7<sup>th</sup> Coordinating Committee Meeting  
for  
the Disaster Risk Reduction and Management Capacity Enhancement Project

Manila 20<sup>th</sup> August 2014

  
Undersecretary Alexander P. Pama  
Executive Director, National Disaster Risk  
Reduction and Management Council  
Civil Defense Administrator, Office of Civil  
Defense (OCD)

  
Mr. Shozo Kawasaki  
Team Leader, JICA Expert Team  
for the Disaster Risk Reduction and  
Capacity Enhancement Project, Japan  
International Cooperation Agency (JICA)

  
Witnessed by  
Dir. Honorato S. de los Reyes  
CDEXO, OCD-JICA Committee Chairperson,  
OCD

  
Witnessed by  
Mr. Takahiro Morita  
Deputy Director General, JICA Philippine  
Office

In accordance with the Minutes of Meeting and Record of Discussion for “The Disaster Risk Reduction and Management Capacity Enhancement Project” (hereinafter referred to as “the Project”) agreed upon between the Office of Civil Defense (hereinafter referred to as “OCD”), and Japan International Cooperation Agency (hereinafter referred to as “JICA”) on 28 October 2011, JICA dispatched a Project Expert Team to the Philippines in March 2012. To implement the project, OCD and the JICA Project Expert Team have formed a group (hereinafter to as “DRRM CEP Team”).

The third year term of the 3-year DRRM Project started in May 2014. In order to confirm the progress and share the activities of each component during the three months in the third year, and explain the purpose and points of Terminal Evaluation for DRRM-CEP, the members of the Joint Coordinating Committee (hereinafter to as “JCC”) held its 7<sup>th</sup> meeting on 20<sup>th</sup> August 2014. The list of attendees is given in Appendix 1.

The meeting was chaired by Undersecretary Alexander P. Pama, Executive Director of the National Disaster Risk Reduction and Management Council (NDRRMC) and, concurrently, Civil Defense Administrator of OCD.

After the opening address by Undersecretary Alexander P. Pama and Mr. Hayato Nakamura, Project Formulation Advisor (Disaster Management) Poverty Reduction Section, Human Security Group of JICA Philippine Office, the DRRM-CEP Team presented the achievements and the activity plan of the Project as shown in Appendix 2 (Handout of the Presentation). The JCC members were satisfied with the progress of project activities and confirmed the current achievements of the Project in the third year.

Main comments and requests raised in the meeting were as follows:

Following the presentation of progress of the project, the activities were basically agreed subject to the presentation of highlight of the activities.

◆ Component 1

Synergy Effect with another project

The outputs of the DRRM-CEP should be effectively utilized and referred to another project, such as DRRM-CCA Standardization. OCD and NDRRMC will harmonize their systems based on the outputs and outcomes of different projects as well as activities for the Sunset Review.



#### Impacts and Experiences of DRRMCEP to Other Regions

Technical knowledge in facilitating LDRRM Planning has already been transferred to OCD R-II. OCD R-II has utilized the knowledge for facilitating LDRRMP in other areas, such as the Municipality of Aparri, Province of Cagayan.

In this regard, the activities and results of the Monitoring and Evaluation (M&E) systems for LDRRMP and for the LDRRMOs including checklist and assessment forms to be made in this year will be distributed to other regions, as well as the sharing activities of processing LDRRMP in the 2<sup>nd</sup> Year. Also, M&E assessment and system should include whether the LDRRMPs are in line with the CLUP and the CDP and also with other regional and provincial plans.

#### Importance of Validation of the Plans

The plans developed shall be tested in real scenario. In this connection, it is essential for plans developed in the project to evaluate the feasibilities and effectiveness in every opportunity.

### ◆ Component 2

#### Types of the disaster considered in the NDRP to be prepared in the DRRMCEP

In the DRRMCEP, the NDRP for earthquake and Tsunami as well as the hydro-meteorological disasters prepared in the 2<sup>nd</sup> Year will be developed as one of main activities in the 3<sup>rd</sup> Year. Remaining hazards to be considered, such as storm surge, Volcano, Epidemic and other disasters shall be prepared and integrated into the NDRP as a living plan by the NDRRMC initiative.

#### New Clusters Concept to be considered in the NDRP

The NDRP for hydro-meteorological disasters was approved in the NDRRMC Meeting on June 11, 2014. However, the NDRRMC also suggested that several new clusters should be taken into consideration, such as "Law and Order" and "International Humanitarian Relations". The DRRMCEP will follow up the formulation of documents to be developed for these new clusters.

#### Additional Inputs to be considered into the NDRP

Particular response actions to be considered for debris flow and/or lahars shall also be mentioned in the NDRP for Hydro-Met Disasters through the project activities and discussions.

#### Sustainability of IMS

The DRRMCEP will conduct the training activities for the staff of regional offices of OCD. While the development of the IMS has a very good effect, the permanency of the staff involved in its operations is required. In this connection, OCD is working in order to come up with measures to address this challenge.

#### ◆ Component 3

##### Clarification of Mandates between the Civil Service Commission (CSC) and NDRRMTI

In a recent meeting with the Civil Service Commission (CSC), it was found that the Commission, particularly, the Civil Service Institute was not fully aware of CSC's mandate to issue a circular to institutionalize DRRM training for public sector employees. In line with this, it was confirmed that no conflict will arise since the CSC's mandate is only to issue a Memo-Circular enjoining all public sector employees to go through DRRM trainings. It was also confirmed that CSC should only require OCD to provide a list of available trainings as basis for LDRRMO training hour requirements.

##### Necessity of Development of SOPs as Important Component of Capacity Development

An important component of capacity development is the development of written SOPs for all the hazards in the country. Changes on the people managing or manning a certain agency sometimes affect the way people put meaning on terms and the way people respond. So it is best and is recommended to have written SOPs as one of significant activities for capacity development.

##### Development of Accreditation System

It was pointed out that one of basic concerns regarding DRRM capacity training in the country is about the implications of the NDRRM Education and Training Program (NDRRMETP) to the existing trainings of other agencies. In response to this concern which was raised in the meeting, OCD replied that there has to be a single body that has to develop accreditation guidelines. Once the Council comes out with accreditation guidelines, it means that such guidelines have been reviewed and vetted by the experts and authorities, for instance PHIVOLCS in all matters related to volcanology.

◆ Component 4

Additional Inputs to be considered for the CBDRRM Basic Instructor's Guide

DRRMCEP shall take into account the following comments and suggestions on the CBDRRM Basic Instructor's Guide throughout the reviewing and updating activities:

- The Basic Instructor's Guide seems to be more focused on Response and Preparedness. There needs to be a balance in the modules vis-a-vis the four thematic areas and thus the recommendation to include also in the Instructor's Guide some focus on prevention and mitigation.
- Regarding the community-based risk assessment, the community should refer to existing hazard maps made by higher agency experts. However, if there is no existing hazard map in the area, according to the Instructor's Guide, a locally-driven map may be developed with consideration on past disaster experiences of the community. In making locally-driven hazard maps, the possibility of extreme disasters as compared to what had been experienced by the community should also be considered.
- During the conduct of the ToT as well, invitation of resource persons from the science-field or from the academe or scientific agencies should be considered. Imagination without scientific data is nonsense.
- Examples to be given during trainings came from local Philippine setting; while such is good, however, it is also nice to include other examples of disasters of great magnitude from other places.
- On the other hand, using community-specific hazard scenarios is very important and should always be taken into consideration.

In this regard, OCD informed and confirmed that concerned agencies are involved in all activities related to activities like the ToT.

Schedule of CBDRRM Policy Review

In line with the discussion on involvement of other agencies, it was shared that the CBDRRM Policy Review is tentatively scheduled on September 17, 2014 and that the OCD has requested DILG to sponsor the said activity.

◆ Announcement on Terminal Evaluation

After all the presentations on the activities of each component, it was informed that a "Terminal Evaluation" for the Project will be conducted in September to October, 2014.

Among the things that will be evaluated are the efficiency, impact and sustainability of the Project. Additionally, it would assess the achievements of the project and follow-up the recommendations made during the mid-term review. Full cooperation and participation of the counterparts, expert team and OCD in general, is required in the conduct of the terminal evaluation.

It was also shared that JICA plans to conduct the DRRM Sector Evaluation this September 2014. Apart from the DRRM-CEP, other efforts including the PAGASA's technical cooperation project on Flood Forecasting and Warning System for Dam Operation and selected DPWH projects are subject to Sector Evaluation. The objective of the said evaluation is to compile lessons learnt and reflect further strategies on DRRM-related projects of JICA.

With regard to the conduct of Terminal Evaluation, OCD mentioned that one of the challenges for OCD/NDRRMC is to how to disseminate the good practices to others, and this would be one of the main concerns to be discussed during terminal evaluation.

#### ◆ JICA's Updates

JICA provided a brief overview of other efforts of JICA in the Philippines vis-a-vis DRRM. These include PAGASA's Weather Observation, Forecasting and Warning Capacity Enhancement Project, Area BCM Project in Cavite, Laguna and Southern part of Metro Manila, the JICA Volunteer Scheme in APSEMO and Ormoc City, and the JICA Partnership Program in Region IV-A, VI, and VII.

#### ◆ Ways Forward

The JCC members agreed on the following points as next steps:

- The inclusion of a short discussion of hazards such as storm surge, typhoon-induced lahar floods in the NDRP, as suggested by PHIVOLCS.
- The next JCC Meeting is tentatively scheduled on October 9, 2014, but shall be finalized after the availability of concerned persons and agencies have been confirmed.
- PHIVOLCS shall provide support to the development of the NDRP for Earthquake and Tsunami.

The meeting was adjourned with the remarks from Undersecretary Pama. He emphasized that the efforts of DRRM-CEP are fully appreciated and these efforts on the right direction towards achieving the goals of DRRM in the country. By March 2015, as the project terminates, the real challenge would be on the implementation of outputs, which is about to begin.

-end-



**List of Participants**

**Philippine Side**

**Office of Civil Defense (OCD)**

Usec. Alexander P. Pama	Executive Director, National Program Director, NDRRMC
Dir. Honorato Delos Reyes	CDEXO, OCD and Chairperson, DRRM-CEP
Lenie Alegre	Chief, NDRRM Services
Jacqueline Manara	Operation Division
Wilson Gonowon	CEIS Division
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Shelby A. Ruiz	NDRRM Services
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Robert Manalo	Human Resources Division
Marites Galang	Education and Training Division
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Ameerha P. Ortega	Chief, Operation Division, Region III
Jane Airien M. Torres	Chief, Operation Division, Region II

**Philippine Institute of Volcanology and Seismology (PHIVOLCS)**

Renato Solidum	Director
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**Department of Interior and Local Government (DILG)**

Allan Tabell	Chief, Center for Disaster Information and Coordination
Bianca Camba	Center for Disaster Information and Coordination

**Local Government Academy (LGA)**

Medel M. Espinosa	Local Government Operation Officer
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**Department of Social Welfare Development (DSWD)**

Imee Rose S. Castillo	Social Welfare Officer III
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**National Economic and Development Authority (NEDA)**

Annielyn Rivera	Senior Economic Development Specialist
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**Japan Side****JICA Philippine Office**

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Policy Advisor

**JICA/PAGASA Project**

Nobuo Sato

PAGASA Expert

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Sr. Operations Specialist  
Planning Specialist  
Human Resources Specialist  
Secretary, JICA Expert  
Sr. Web GIS Specialist  
GIS Specialist  
Web GIS Specialist

**MINUTES OF MEETING  
BETWEEN  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE PHILIPPINES  
AND  
THE JAPANESE TERMINAL EVALUATION TEAM  
ON  
JAPANESE TECHNICAL COOPERATION PROJECT  
FOR  
DISASTER RISK REDUCTION  
AND MANAGEMENT CAPACITY ENHANCEMENT PROJECT  
IN THE PHILIPPINES**

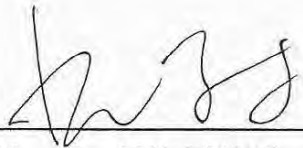
The Japanese Terminal Evaluation Team (hereinafter referred to as "the Team"), organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Masafumi NAGAISHI, visited Republic of the Philippines from September 22 to October 10, 2014 for the purpose of conducting Terminal Evaluation on the Japanese technical cooperation project, entitled "Disaster Risk Reduction and Management Capacity Enhancement Project" (hereinafter referred to as "the Project").


During its stay in the Philippines, both the Team and the authorities concerned of the Government of the Philippines formulated Joint Evaluation Team, had a series of discussions and exchanged views on the Project.

As a result of the intensive study and analysis of the activities and achievements of the Project, the Evaluation Team prepared the Joint Terminal Evaluation Report (hereinafter referred to as "the Report") attached hereto (Annex I) and presented it to the Joint Coordinating Committee (hereinafter referred to as "the JCC") held on October 10, 2014.

After discussions in respect to recommendations and issues for the successful implementation of the Project, the JCC approved the contents of the Report and the respective representatives from the Philippine side and the Japanese side agreed to the matters referred to in the documents attached hereto.

Manila, October 10, 2014

  
\_\_\_\_\_  
Mr. Masafumi NAGAISHI  
Leader,  
Terminal Evaluation Team  
Japan International Cooperation Agency  
(JICA)  
Japan

  
\_\_\_\_\_  
Usec. Alexander P. Pama  
Executive Director, National Disaster Risk  
Reduction and Management Council  
Civil Defense Administrator, Office of Civil  
Defense (OCD)  
Republic of the Philippines

## THE ATTACHED DOCUMENT

### 1. Joint Terminal Evaluation Report

Both the Philippine and the Japanese sides approved the result of the Joint Terminal Evaluation as Annex I.

### 2. Utilization and dissemination of the Project outcomes

Through the Joint Terminal Evaluation, the Team recognized that the Project has progressively achieved its purpose and elaborated tangible outputs such as Information Management System (IMS), OCD Operation Manual and Training Modules for Civil Defense Education and Training Program and Community Based Disaster Risk Reduction Management (CBDRRM) training materials.

The IMS is an important, basic tool to accumulate historical disaster data and records of disaster operations to make the investment on Disaster Risk Reduction Management (DRRM) more efficient. It is necessary to improve the capacity of OCD staff to utilize this system including allocation of technical staffs and suitable budget for its operation and maintenance.

Pending the establishment of the Training Institute, the OCD shall ensure that training modules for Civil Defense Education and Training Program and CBDRRM developed during the Project will be utilized and implemented at all levels of government. Moreover, the OCD will consider the collaboration with the existing training facilities of government, universities and other training facilities.

The OCD agreed to take necessary measures for effective utilization and dissemination within the OCD on the outcomes of the Project.

### 3. Strengthening the OCD's coordination capacity with relevant organizations and relation at department and regional level

During the Joint Terminal Evaluation, relevant organizations such as Philippine Institute of Volcanology and Seismology (PHIVOLCS) and Department of the Interior and Local Government (DILG) expressed that the coordination capacity of OCD was improved through the Project.



To sustain mainstreaming of Disaster Risk Reduction (DRR) and strengthening disaster preparedness, it is necessary for OCD to have good interagency coordination from the national, regional and local levels.

Since the DRR is cross-sectoral issue, the OCD agreed to continue to enhance both horizontal coordination and vertical relation.

#### **4. Taking efforts for the achievement of the outputs**

As a result of the Joint Terminal Evaluation reviewing by the five (5) criteria (Relevance, Effectiveness, Efficiency, Impact and Sustainability), three (3) of which, namely Effectiveness, Efficiency and Sustainability are classified "Medium". In particular, Effectiveness being medium is because of the indicator of this criteria requiring "approval" of the outputs by the relevant authorities.

The Project activities are almost conducted or will be completed during the Project period, but it takes time to obtain approval on several outputs, such as National Disaster Response Plan (NDRP) on Earthquake and Tsunami, OCD Operations Manual, National DRRM Education and Training Plan, CBDRRM National Policy, and etc. as indicated in the Report.

In order to optimize the outcomes of the Project, it is necessary that these outcomes should be officially authorized or approved to expand them as standard and essential operation and procedure of the DRR in the Country, the OCD shall ensure the official approval of the outputs before the end of the Project period.

#### **5. Emphasizing "Mainstreaming DRR" based on the outcomes of the Project and the DRRM experiences**

Disaster response has a tendency to gain the attention of the public but it is necessary and important to promote DRR activities comprehensively even in ordinary time. This includes preparation of disaster statistics and disaster risk assessment, formulation a disaster risk prevention/mitigation strategy based on the disaster risk assessment (including Regional/Local DRRM Plans which was developed by the Project), capacity development of the DRR agency based on the DRR plans, and enhancement of people's awareness in DRR.

Both sides confirmed the importance of DRR activities and the OCD agreed to





continuously undertake the Mainstreaming DRR based on the outcomes of the Project and their DRRM experiences.

#### **6. Importance of DRR Agencies toward Post Hyogo Framework for Action (HFA)**

Both countries, Philippines and Japan, have recognized the importance of continuing the enhancement of DRR activities following the 2005 Hyogo Framework for Action (HFA). The Project is aligned with the Priorities for Action of HFA.

The United Nations and the international communities are currently discussing the Post HFA which will be issued at the 3<sup>rd</sup> World Conference for DRR in Sendai in March 2015.

Both sides recognized the importance of role of DRR agencies, necessity of continuous improvement of the agencies, and confirmed to try to disseminate the message to emphasize the importance of DRR agencies based on the Project experience toward the Post HFA.

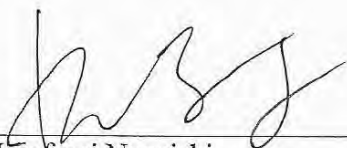
Annex I : Joint Terminal Evaluation Report



Joint Terminal Evaluation Report  
on  
Japanese Technical Cooperation Project  
for  
Disaster Risk Reduction and Management Capacity Enhancement Project  
In the Philippines

October 10, 2014

Joint Terminal Evaluation Team



Mr. Masafumi Nagaishi  
Leader  
Japanese Terminal Evaluation Team  
Japan International Cooperation Agency (JICA)  
Japan



Ms. Concepcion R. Ornopia  
Leader  
Philippine Terminal Evaluation Team  
Office of Civil Defense (OCD)  
The Republic of Philippines



# Abbreviation

ADRC	Asia Disaster Reduction Center
AIP	Annual Investment Plan
APB	Annual Plans and Budget
CBDRRM	Community Based Disaster Risk Reduction and Management
CDA	Civil Defense Administrator
CDDA	Civil Defense Deputy Administrator
CDETP	Civil Defense Education and Training Program on DRRM
CDEXO	Civil Defense Executive Officer
CDP	Center for Disaster Preparedness
CEIT	Communication, Electronics and Information Technology
CIDA	Canadian International Development Agency
CLUP	Comprehensive Land Use Plan
C/P	Counterpart
CP	Contingency Plan
CSO	Civil Society Organization
DBM	Department of Budget and Management
DENR	Department of Environment and Natural Resources
DND	Department of National Defense
DOH	Department of Health
DOST	Department of Science and Technology
DILG	Department of the Interior and Local Government
DPWH	Department of Public Works and Highways
DRRM	Disaster Risk Reduction and Management
DRRM-CEP	Disaster Risk Reduction and Management Capacity Enhancement Project
DRRMF	Disaster Risk Reduction and Management Framework
DRRMO	Disaster Risk Reduction and Management Office
DSWD	Department of Social Welfare and Development
GIS	Geographic Information System
GOJ	Government of Japan
GOP	Government of Philippines
HRMD	Human Resource Management and Development
HRD	Human Resource Development
ICT	Information and Communication Technology
IRR	Implementing Rules and Regulations
IMS	Information Management System
JCC	Joint Coordinating Committee
JMC	Joint Memorandum Circular
JFY	Japanese Fiscal Year
JICA	Japan International Cooperation Agency
JPY	Japanese Yen
LCEs	Local Chief Executives
LDRRMPs	Local Disaster Risk Reduction and Management Plans
LDRRMOs	Local Disaster Risk Reduction and Management Offices
LGA	Local Government Academy, DILG
LGU	Local Government Unit
LMP	Leagues of Municipalities of the Philippines
LPP	Leagues of Provinces of the Philippines
MDM	Management of the Dead and Missing
M/M	Minutes of Meetings
MLIT	Ministry of Land, Infrastructure, Transport and Tourism - Japan
MPDC	Municipal Planning and Development Coordinator
MSWDO	Municipal Social Welfare and Development Officer
MTPDP	Medium Term Philippine Development Plan
NAMRIA	National Mapping and Resource Information Authority, DENR
NCR	National Capital Region
NEDA	National Economic Development Authority
NDRP	National Disaster Response Plan
NDRRMC	National Disaster Risk Reduction and Management Council

NDRRMETP	National Disaster Risk Reduction and Management Education and Training Plan
NDRRMF	National Disaster Risk Reduction and Management Framework
NDRRMS	National Disaster Risk Reduction and Management Service
NDRRMP	National Disaster Risk Reduction and Management Plan
NGA	National Government Agency
NOAH	Nationwide Operational Assessment of Hazards
NSRC	National Service Reserve Corps
OASPP	Office of the Assistant Secretary for Plans and Programs
OCD	Office of Civil Defense
OIC	Officer-in-Charge
OECD-DAC	Organization for Economic Co-operation and Development - Development Assistance Committee
OSSP	Organizational Structure and Staffing Pattern
PAGASA	Philippine Atmospheric, Geophysical & Astronomical Services Administration
PDM	Project Design Matrix
PDRA	Pre-Disaster Risk Assessment
PDRRMC	Provincial Disaster Risk Reduction Management Council
PHIVOLCS	Philippine Institute of Volcanology and Seismology
PhP	Philippine Peso
PIA	Philippines Information Agency
PO	Plan of Operation
PPA	Programs, Projects and Activities
R/D	Record of Discussions
RDRRMP	Regional Disaster Risk Reduction and Management Plan
SB	Sangguniang Bayan
SMS	Short Message Service
SOPs	Standard Operating Procedures
TCP	Technical Cooperation Project
TIs	Training Institutes
TOT	Training of Trainers
TMG	Technical Management Group
TWG	Technical Working Group
ULAP	Union of Local Authorities of the Philippines
UN-OCHA	United Nations Office for the Coordination of Humanitarian Affairs

## Table of Contents

Chapter 1: Outline of the Joint Terminal Evaluation		
1.1	Background	1
1.2	Outline of the Project	1
1.3	Objectives of the Joint Terminal Evaluation	2
1.4	Members of the Joint Evaluation Team	2
1.5	Schedule of the Mission	3
1.6	Methodology of the Joint Terminal Evaluation	3
Chapter 2: Achievements of the Project		
2.1	Results of Inputs	3
2.2	Progress in Achieving Expected Outputs	5
2.3	Prospect of Achieving the Project Purpose	9
2.4	Progress Towards the Overall Goal	11
2.5	Implementation Process	11
Chapter 3: Review by the Five Criteria		
3.1	Relevance	12
3.2	Effectiveness	13
3.3	Efficiency	16
3.4	Impact	19
3.5	Sustainability	19
Chapter 4: Results of the Joint Terminal Evaluation		
4.1	Conclusion	20
4.2	Recommendations	21
4.3	Lessons Learned	23
Appendixes		
A.1	Revised Project Design Matrix	25
A.2	Plan of Operation	26
A.3	Schedule of Terminal Evaluation	27
A.4	List of Interviewees	28
A.5	Dispatch of Japanese Experts	30
A.6	Provision of Equipment	31
A.7	Counterpart Training	32
A.8	Assignment of Counterparts	33
A.9	Operation Budget	35
A.10	Result Grid (Achievement of Indicators)	36
A.11	Evaluation Grid in accordance with the 5 Criteria	43



## Chapter 1: Outline of the Joint Terminal Evaluation

### 1.1 Background

The Republic of the Philippines is one of the very vulnerable countries to various natural disasters in Southeast Asia, such as floods, typhoons, landslides, earthquakes, volcanic eruptions and storm surge. Recently the Government of the Philippines (GOP) shifted its policy and approach from post disaster response to proactive disaster management, focusing on mitigation and preparedness.

It is in this context that the Disaster Risk Reduction and Management (DRRM) Act of 2010 (RA No.10121) was enacted in May 2010, creating a legal framework where a new approach, Disaster Risk Reduction and Management (DRRM), was introduced. Under the DRRM Act, the National Disaster Risk Reduction and Management Council (NDRRMC), the highest policy-making body, is required to develop the National Disaster Risk Reduction and Management Plan (NDRRMP) and the Disaster Risk Reduction and Management Framework (NDRRMF). Moreover, the National DRRMC Act calls for the creation of the Local Disaster Risk Reduction and Management Offices (DRRMOs) and for the DRRMOs of the local government units (LGUs) to develop their respective Local DRRM Plans (LDRRMPs) for the implementation of DRRM activities.

In order to expedite DRRM activities under the new framework, it is necessary to strengthen the capacity of the Office of Civil Defense (OCD), which is appointed as the central and leading organization for DRRM activities and as the secretariat of the NDRRMC. Under this circumstance, the Government of the Philippines (GOP) requested the Government of Japan (GOJ) for a technical assistance. In response, the GOJ, through JICA, is supporting OCD to implement the *Disaster Risk Reduction and Management Capacity Enhancement Project* or DRRM-CEP (hereinafter referred to as “the Project”) from March 2012 to March 2015 under JICA’s Technical Cooperation Program (TCP). In compliance with the provision of the Record of Discussions (R/D) signed on 28 October 2011, JICA and Filipino authorities concerned jointly conducted the terminal evaluation of the Project, six months before the expiry of the project cooperation between JICA and OCD on the Project. The mid-term review evaluation of the Project was conducted in October 2013.

### 1.2 Outline of the Project

According to the PDM Version 3.0 dated on 7 February 2014, the outline of the Project is as follows. PDM and PO are shown in Appendix 1 and Appendix 2, respectively.

#### (Overall Goal)

DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.

#### (Project Purpose)

Capacity on DRRM of OCD is strengthened.

#### (Output)

1. Planning and implementing capacity of OCD on DRRM is strengthened.



2. DRRM activities, including information management, are standardized.
3. DRRM education and training system and capacity is strengthened.
4. Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened.

(Project Duration)

March 2012 to March 2015 (3 years)

(Implementing Agency)

Office of Civil Defense (OCD) – Department of National Defense (DND)

### 1.3 Objectives of the Joint Terminal Evaluation

The objectives of the joint terminal evaluation are to:

- 1) confirm the actual inputs and activities, implementation process, the degree of achievements of the outputs, and the prospects of achieving the project purpose and overall goal according to PDM;
- 2) assess the Project from the five evaluation criteria - Relevance, Effectiveness, Efficiency, Impact, and Sustainability – based on the JICA's guideline for project evaluation; and
- 3) make recommendations on measures to be taken during and beyond the remaining cooperation period in consultation with agencies concerned, and draw lessons that can be learned from the project experience for planning and implementing similar technical cooperation projects in the future.

### 1.4 Members of the Joint Evaluation Team

The joint terminal evaluation team (hereinafter referred to as “the Team”) was organized with the following members from both the Philippine and Japanese side.

#### 1) Philippine side

Name	Position	Organization
Ms. Concepcion R. Ornopia	Evaluation	OIC, Internal Audit Office, OCD
Ms. Mara Gerona	Evaluation	Planning Officer, OASPP, DND
Mr. Eugene G. Eugenio	Evaluation	Planning Officer, OASPP, DND

#### 2) Japanese side

Name	Position	Organization
Mr. Masafumi NAGAISHI	Leader	Senior Advisor to the Director General, Global Environment Department, JICA
Mr. Takaaki KUSAKABE	Disaster Policy	OCD Policy Advisor (Disaster Risk Reduction and Management)
Mr. Shintaro AKIYAMA	Survey Planning	Disaster Management Division II, Global Environment Department, JICA
Mr. Hiroyuki OKUDA	Evaluation and Analysis	Tekizaitekisho, LLC
Mr. Rey Gerona	Evaluation Planning	In-house Consultant, JICA Philippine Office
Ms. Catherine Palanca	Evaluation Planning	JICA Philippine Office

## 1.5 Schedule of the Mission

The joint terminal evaluation was conducted from 22 September to 10 October 2014. The schedule is attached as Appendix 3.

## 1.6 Methodology of the Joint Terminal Evaluation

The joint terminal evaluation is carried out in accordance with “the JICA New Guideline for Project Evaluation, Ver. 1 (June 2010)”, which mainly follows “the Principles for Evaluation of Development Assistance, 1991” issued by OECD-DAC. The Project Design Matrix ver.3.0 dated on 7 February 2014 is used as the basic reference point for the evaluation.

As a framework to collect relevant data and information as prescribed in the JICA guideline, two types of grid – the evaluation grid and the result grid – were prepared in reference to reports and documents on the Project. Japanese expert team provided information and data for the result grid, and Philippine counterparts were requested to fill out a questionnaire which was developed based on the evaluation grid. The joint evaluation team interviewed those who had been involved in the Project, and findings and information from reports, interviews, questionnaire survey and site visits were collected and analyzed in the grids. The list of interviewees is attached as Appendix 4.

The Team confirmed the achievements, assessed the Project based on the five evaluation criteria, made recommendations, and drew lessons learned.

The criteria used for the evaluation are the following: relevance, effectiveness, efficiency, impact and sustainability.

Criteria	Explanation
Relevance	Relevance is reviewed by the validity of the Project Purpose and Overall Goal in light of the Philippines’ development policies and needs as well as Japanese cooperation policy.
Effectiveness	Effectiveness is assessed to what extent the Project has achieved its Project Purpose, clarifying the relationship between the Project Purpose and Outputs.
Efficiency	Efficiency is analyzed with emphasis on the relationship between Outputs and Inputs in terms of timing, quality, and quantity.
Impact	Impact examines direct effects extended by the Project, mainly the advancement towards achieving the Overall Goal. The analysis also includes positive/negative and expected/unexpected influence caused by the Project.
Sustainability	Prospect of sustainability is analyzed from institutional, financial, technical, and human resource viewpoints by examining the extent to which the achievements of the Project will be sustained after the Project is completed.

## Chapter 2: Achievements of the Project

### 2.1 Results of Inputs

(Japanese side)

#### 2.1.1 Dispatch of Experts

The Project started with the dispatch of Japanese experts in March 2012. Since then until October 2014, 15 experts were dispatched on short-term basis, totaling 2,605 days, in the fields of disaster management planning, CBDRM, DRRM operation, human resource development, local DRRM planning, DRRM technology, and information management system. The Japanese experts come from the Japanese consulting companies and organization of Oriental

Consultants Co. Ltd., CTI Engineering International Co.Ltd., Pacific Consultants Co.Ltd., and Asian Disaster Reduction Center (ADRC). (Appendix 5)

#### 2.1.2 Provision of equipment

To facilitate activities for Output 2, equipment for IMS (Information Management System) was procured in September 2013 such as a server computer, desktop computer with GIS software and an A0-size plotter. The equipment was installed at the CEIT (Communication, Electronics and Information Technology) section in OCD central office. (Appendix 6)

#### 2.1.3 Trainings in Japan

Country focused training was conducted two times (June 2013 and May 2014), and a total of 19 counterparts from OCD visited disaster-related national institutions in Japan and local governments affected by 2011 Great East Japan Earthquake, such as MLIT (Ministry of Land, Infrastructure, Transport and Tourism), Cabinet Office, Kamaishi City, and Ishinomiaki City. (Appendix 7)

#### 2.1.4 Local Cost

The Japanese side has provided a part of local operational budget to carry out project activities. The expenses include local travel/rent-a-car, salaries of local staff, professional fees of local consultants, training related expenses, equipment and communication, totaling 70.4 million JPY from March 2012 to August 2014. The figures in 2014 are still tentative. (Appendix 9)

(Philippine side)

#### 2.1.5 Assignment of counterparts

According to the signed R/D, the Undersecretary/CDA (Civil Defense Administrator) is the project director responsible for the overall administration and implementation of the Project, and the CDEXO (Civil Defense Executive Officer) is the project manager responsible for managerial matters and day-to-day project operation. CDEXO is also the chairperson of the JICA committee (i.e., OCD counterpart team leader) who reviews, supervises and makes decisions on the Project as well on matters pertaining to the assignment of the JICA policy advisor dispatched to OCD.

The Project has four Outputs, and staff from five divisions and Regional Offices are engaged in the Project (Appendix 8)

Output	OCD divisions in charge (number of C/P)
(Output 1) Planning and implementing capacity of OCD on DRRM is strengthened.	<ul style="list-style-type: none"><li>Plans and Programs Division (6)</li><li>Region II (1)</li></ul>
(Output 2) DRRM activities, including information management, are standardized.	<ul style="list-style-type: none"><li>Operations Division (3)</li><li>CEIT (Communication, Electronics and Information Technology) Division (2)</li><li>NDRRMS (1)</li><li>Region X (1)</li></ul>
(Output 3) DRRM education and training system and capacity is strengthened.	<ul style="list-style-type: none"><li>HRMD (Human Resources Management and Development) Division (2)</li><li>Education and Training Division (3)</li><li>Region III (1)</li></ul>
(Output 4) Support system to CBDRRM is strengthened.	<ul style="list-style-type: none"><li>Education and Training Division (2)</li><li>NDRRMS (National Disaster Risk Reduction and Management Service)(2)</li><li>Region VII (1)</li></ul>



#### 2.1.6 Counterpart Budget

The Philippine side provided budget for workshops for developing the OCD Operations Manual and explanation of the NDRP in Region XI, VII and II. These budgets were borne by each regional office for venues and central office for transportation. (Appendix 9)

#### 2.1.7 Project Office

An office space is provided by OCD to the project. The office, located at the 4<sup>th</sup> floor of OCD building, houses the Japanese experts, project staff and local consultants.

#### 2.2 Progress in Achieving Expected Outputs

The progress of the Project to date is tabulated in detail in accordance with each Output and Project Purpose, and corresponding Indicators. (Appendix 10)

##### 2.2.1 Output 1: Planning and implementing capacity of OCD on DRRM is strengthened

- 1) Cagayan Valley Regional DRRM Plan (2013-2019) was developed following the style of NDRRMP and processes promoted by the Project. The Cagayan Valley RDRRMP was approved by the RDRRM Council in August 2013. The project was supposed to support the formulation of RDRRMPs for other regions during the first year of the Project but OCD ordered immediate formulation of RDRRMPs so all OCD regional offices formulated their RDRRMPs. As of October 2014, RDRRMPs of all regions have been formulated and approved except for 1 region, NCR (National Capital Region (Metro Manila)).
- 2) Four LGUs (Local Government Units) in Region II were selected as pilot LGUs for the Project to support the development of Local DRRM Plans of the four pilot LGUs. Formulated following the template and processes promoted by the Project, Local DRRMPs of Alcala Municipality, Isabela Province, and Ilagan City were already approved by the local DRRM Council. The draft PDRRMP of Cagayan Province was also finalized (hence the input of the Project was completed) through a series of workshop/meetings, and this is expected to be approved by PDRRMC soon.

Pilot LGUs in Region II	Local DRRM Plan	Approval by Local DRRM Council	Adoption by Sangguniang for PPA in AIP
Province of Cagayan	Draft PDRRMP (2014-2019)	finalized and endorsed on 30 September 2014 for approval of PDRRMC and provincial Sangguniang.	
Municipality of Alcala (Province of Cagayan)	MDRRMP (2014-2019)	Approved	Adopted (15 September 2014)
Province of Isabela	PDRRMP (2014-2019)	Approved (10 June 2014)	Adopted (17 September 2014) (on Local DRRM Fund of unexpended balances of 2012 & 2013)
City of Ilagan (Province of Isabela)	CDRRMP (2015-2020)	Approved (23 July 2014)	Not yet

- 3) Checklist and Assessment Form as a monitoring tool of formulation/implantation of LDRRMPs was prepared (in Excel format). To finalize the Checklist and Assessment Form, the collection of LDRRMPs from various LGUs is ongoing (4 out of targeted 29 LGUs in Cagayan province and 12 out of the targeted 35 LGUs in Isabela province were collected in Region II). The Project plans to collect LDRRMPs of Region II, III, V, VII and X and to evaluate



them against the form. Results of the pilot-testing are to be utilized for its finalization, during which DILG (Department of the Interior and Local Government) and NDRRMC Technical Management Group will be consulted.

- 4) Regarding the suggestions for Sunset Review of Republic Act 10121 (Philippine Disaster Risk Reduction and Management Act), so far there is little progress on its development. The project conducted a knowledge-sharing workshop in Manila on the LDRRMP planning on 12 September 2013. OCD conducted the IRR review meeting for Mindanao cluster on 26-27 August 2014, and is planning of conducting similar workshops for Luzon cluster, Visayas cluster and at the central level. In addition, the project continues to collect existing local DRRM plans of LGUs nation-wide, and to compare the collected plans against the draft Checklist and Assessment Form introduced by the Project. The Project will write suggestions for Sunset Review and improvement of NDRRMP based on the result of above activities by the Project and OCD.

#### 2.2.2 Output 2: DRRM activities, including information management, are standardized

- 1) National Disaster Response Plan (NDRP) for Hydro-Meteorological Disaster was developed, then approved on 11 June 2014 at NDRRMC. NDRP specifies roles/responsibilities of government agencies in disaster responses to avoid duplication of roles, and provides clear guidance to these agencies what to do during the response phase. A hand-over ceremony of NDRP to DSWD (Department of Social Welfare and Development), which is responsible for one of the four pillars of NDRRMP, namely Disaster Response, was held on 30 June 2014. The NDRRMC has not issued a Memorandum of Circular yet. The draft of NDRP for Earthquake and Tsunami is currently being prepared, incorporating the results of Technical Management Group (TMG) workshop on 30 September – 1 October 2014 to which the draft was subjected.
- 2) Draft OCD Operations Manual for Response (March 2014) was developed, which is applicable to the current structure of OCD dependent on the interim OSSP (Organizational Structure and Staffing Pattern) prepared in 2013. The draft Operations Manual still needs to be improved and substantiated. If OSSP is finalized during the cooperation period, the draft Operations Manual will be revised accordingly. If not, the draft Operation Manual will be approved as the “interim” OCD Operations Manual.
- 3) Before the Project, there was already a database system (e.g., EMIS, Calamidat.ph, SAHANA) which contained historical data and responders data on disasters, but was only operational until 2008 for various constraints. The project conducted a review of the existing system and developed a proto-type IMS (Information Management System) integrating GIS techniques. IMS encompasses three databases (responders, incident data, and historical disasters); its URL is [121.127.9.130/ocdims/](http://121.127.9.130/ocdims/). At present, the display of incident data by way of GIS situation mapping is available for stand-alone computer but not available through internet webpage ([121.127.9.130/ocdims/](http://121.127.9.130/ocdims/)) yet. The limited disaster historical data during 1972 -2009 stored in Calamidat.ph was imported to IMS. The responder database is notably being fulfilled. The Project is also working on the improvement of the system, which is rather slow in its operability through internet at present. Training sessions on IMS and GIS were held total three times for OCD staff in 2013 and 2014. The website is not yet linked to OCD website.
- 4) Implementation exercise for NDRP on hydro-meteorological disaster and the Operation Manual with IMS was planned, but replaced with actual preparedness and response activities for Typhoon Glenda in July 2014 with 2-day evaluation workshop on 31 July – 1 August. The 2<sup>nd</sup> drill to evaluate NDRP for Earthquake and Tsunami, involving other agencies, is scheduled in November 2014.

### 2.2.3 Output 3: DRRM education and training system and capacity is strengthened

- 1) Draft design of National DRRM Education and Training Plan (NDRRMETP) was developed and approved in July 2014 by CDA (Civil Defense Administrator). The project is currently substantiating the NDRRMETP, and plans to conduct activities such as write-hops and workshops in order to finalize and polish all training modules (LCEs, NGAs, Private Sector, and Community) and NDRRM Education and Training Plan before adaptation and submission for approval of CDA. (The plan could be re-titled as a “program” in the course of discussion and finalization.)
- 2) Priority training modules for DRRM Training Institutes (TIs) were developed for the following four priority groups, and pilot training activities based on the modules were conducted. These modules, which still need to be finalized and approved, are integral part of the NDRRMETP.
  - Module 1: Local Chief Executive and LDRRMOs (pilot training on 12-13 February 2014)
  - Module 2: National Government Agencies (pilot training on 24-26 September 2014)
  - Module 3: Private Sector (pilot training on 28-29 August 2014)
  - Module 4: Community (see Output 4 for pilot TOT trainings)
- 3) Draft design of Civil Defense Education and Training Program (CDETP) on DRRM was developed and approved by CDA. CDETP was drafted at three levels, substantiated and pilot tested as follows. Then, consultation workshop of CDETP Working Committee was held on 10-12 September towards the finalization of the Program.
  - Level 1: Basic (pilot training on 27 February -1 March 2013, and 4 – 15 August 2013)
  - Level 2: Advanced (pilot training on 22-25 July 2014 on contingency planning)
  - Level 3: Executive (pilot training was conducted by OCD)

### 2.2.4 Output 4: Support system to CBDRRM is strengthened

- 1) Draft Concept Paper of CBDRRM National Policy was prepared by the Project and introduced to a small TMG selected for CBDRRM. Basic Instructor's Guide for CBDRRM training course was also drafted in English and Filipino. To evaluate the Concept Paper, Basic Instructor's Guide and training course, pilot testing of TOT training on CBDRRM were conducted in 2014 in Bataan Province (Balanga City and Morong Municipality) in Region III after a series of internal meetings. The draft Concept Paper will be presented to a TMG for preparedness on 7 October 2014 for the review and finalization.
  - TOT 1: 7-11 July 2014 attended by 27 officers from OCD (HQ and Region III and GARAGA office), NDRRMC member organizations (DOST-PHIVOLCS, DOST-PAGASA, DILG, NEDA (Central and Region III), DSWD), NAMRIA, DENR, DOH and DRRNET (represented by World Vision).
  - TOT 2: 11-15 August 2014 attended by 15 officers from OCD (Central and Region III), NEDA (Central and Region III), DOST-PAGASA, DILG, World Vision and CDP, who had attended TOT 1, as trainers; and 28 people from Bataan PDRRMO, Balanga CDRRMO, and Morong MDRRMO as trainees.
  - TOT 3: 8-12 September 2014
    - TOT 3-1 Barangay Tortugas in Balanga City, attended by 8 officers from OCD (Central and Region III), DOH (Region III), NEDA (Region III) and CDP, as evaluators and mentors, 7 officers from Balanga City and Bataan Province, as Trainers, and 16 participants from Barangay Tortugas, as trainees.

TOT 3-2 Barangay Sabang in Morong Municipality, attended by 8 officers from OCD (Central and Region III), NEDA, DILG (Region III), DOST-PAGASA and CDP, as evaluators, 6 officers from Morong Municipality and Bataan Province, as Trainers, and 20 participants from Barangay Sabang as trainees.

• Community Activity:

CA 2 Barangay Tortugas in Balanga City, 2-4 October 2014, attended by 10 officers from OCD (Central and Region III), DOH (Region III), Bataan Province and Balanga City and CDP, as evaluators and mentors, 7 officers from Barangay Tortugas as trainers, and 35 participants from Barangay Tortugas as trainees.

CA 1 Barangay Sabang in Morong Municipality, 3-5 October 2014. Attended by 11 officers from OCD (Central and Region III), DOST-PAGASA, Bataan Province and Morong Municipality, as evaluators and mentors. 6 officers from Barangay Sabang, as trainers, and 27 participants from Barangay Sabang as trainees.

- 2) The Action/Implementation Plan is incorporated in the draft DBDRRM Concept Paper where budget and institutionalization mechanism is enumerated. Said Concept Paper will be translated to a NDRRMC Memorandum Circular. Subsequently, DILG will prepare a corresponding Department (DILG) Memorandum Order to the LGUs for institutionalization and implantation in their respective AOR.

## 2.2.5 Achievement of Output Indicators

The Project has so far delivered the four outputs as summarized above. The level of achievement is assessed based on the Indicators. Among the 14 indicators set at the output level, the Project has almost achieved 5 indicators, partially achieved 8 indicators, and hardly achieved 1 indicator.

No	Indicator	Assessment and Current Status	
1-1	Suggestions for Sunset Review of RA 10121 and improvement of NDRRMP on LGU's DRRM activities based on project experiences are prepared.	Hardly Achieved	Suggestions have yet to be developed.
1-2	RDRRMPs at all Regions (17 Regions) are formulated and approved.	Almost Achieved	All RDRRMPs were approved except for the one for NCR.
1-3	LDRRMPs for pilot LGUs in Region II are formulated and approved.	Almost Achieved	The drafts of all four LDRRMPs were finalized, and three of them were already approved by local DRRM Council.
1-4	Monitoring tools/sheet of LDRRMPs and LDRRMOs for LGUs is developed.	Partially Achieved	Checklist and Assessment Form is yet to be pilot-tested, consulted, and finalized.
2-1	NDRPs for Hydro-Meteorological, Earthquake and Tsunami Disasters are approved.	Partially Achieved	NDRP for Hydro-Meteorological Disaster was approved, while NDRP on Earthquake and Tsunami is yet to be developed.
2-2	OCD Operations Manual for Response is approved.	Partially Achieved	Draft OCD Operations Manuals were developed which is applicable to the current OCD structure.
2-3	IMS (Databases of Responder, Incident and Historical Disaster) at the Central and Regional Offices is approved.	Partially Achieved	IMS needs to be substantiated, improved and approved.
2-4	24 ICT staff are trained for IMS. (CO: 7 and Ros 17)	Partially Achieved	More training are planned, in particular for Ros.
2-5	Drills for NDRP, Operations Manual and IMS are implemented.	Partially Achieved	Another drill is scheduled in November 2014.
3-1	NDRRMETP is finalized and approved by the OCD top management.	Partially Achieved	NDRRMETP needs to be substantiated, finalized and approved. (Draft design was already approved by CDA in July 2014)
3-2	Priority training modules for DRRM TIs are finalized and	Almost Achieved	Four training modules need to be



	approved by OCD.		finalized and approved.
3-3	Civil Defense Education and Training Program is developed and approved by the OCD top management.	Almost Achieved	CDETP needs to be finalized and approved. (Draft design was already approved by CDA in July 2014)
4-1	CBDRRM National Policy (Concept Paper), Basic Instructor's Guide and Training Course are presented to NDRRMC TMG-Preparedness for finalization and are approved by the Chairperson of NDRRMC.	Almost Achieved	Draft Concept Paper and pilot-tested Basic Instructor's Guide (including training course) need to be finalized and approved.
4-2	Action plan to implement and monitor/evaluate CBDRRM activities are prepared for/by the national and regional levels.	Partially Achieved	Action Plan as a part of the Concept Paper which is for final presentation to the full TMG for Disaster Preparedness and translation to NDRRMC Policy

Six indicators assessed as "almost achieved" indicates that project activities relating to the indicator have been almost completed, and the approval of outputs (e.g., plans, manual, guideline) by authorities are being expected. For example, with respect to Indicator 1-3, the drafts of all the four LDRRMPs of pilot LGUs (Isabela Province, Alcala Municipality, Cagayan Province, Ilagan City) were finalized, and only one of which is waiting for the approval of local DRRM council (the other three were already approved.) Other examples are Indicator 2-2, and 3-2, where the development of OCD Operations Manual and DRRM training modules will be completed, but their approval could be pending on the finalization of OCD organizational structure (i.e., Organizational Structure and Staffing Pattern (OSSP)) and establishment of Training Institutes.

Concerning the seven indicators "partially achieved", the Project have some remaining activities to carry out for the finalization and approval of outputs, such as substantiating plans, improving the tool/system, conducting training/drill, organizing evaluation workshop/meeting, consulting relevant authorities and consolidating feedback. Carrying out all these activities may require extra efforts. Indicator 1-1 is assessed "hardly achieved" because little progress has been made on the development of suggestions for Sunset Review of Republic Act 10121. The Project plans to conduct a knowledge sharing workshop among OCD regional directors in order to finalize a monitoring tool, and to prepare some recommendations for the Sunset Review by incorporating project activities and experiences.

## 2.3 Prospect of Achieving the Project Purpose

### 2.3.1 Progress towards the Project Purpose

Project Purpose is the strengthening of the capacity of OCD on DRRM. Before the signing of R/D in October 2011, the preparatory survey for the Project was conducted three times (25 Feb – 6 Mar 2010, 28 Jul – 3 Sep 2010, 1 Nov – 19 Nov 2010), through which it was decided that the Project should focus on the following four prioritized areas for OCD's capacity enhancement, while the Policy Advisor attached to OCD would examine and address more specific, particular needs in order to raise the overall OCD's DRRM capacity up from the bottom.

- (1) Planning and implementing capacity on DRRM through the planning activity of NDRRMP and implementation of measures mentioned in NDRRMP.
- (2) Standardization of DRRM activities including information management for enhancing the capacity of decision making in DRRM and disaster response activities.
- (3) Formulation of human resource development plan for DRRM to meet with increasing needs of human resources.
- (4) Development of guidelines and implanting of pilot activities for establishment and promotion of the supporting system to CBDRM.

With the progress of delivering Output 1, 2, 3 and 4 as summarized above, it can be concluded that, at each of the four prioritized areas above that correspond to each output 1 – 4, OCD has remarkably improved its capacity through the implementation of the Project. (It should be noted, however, that the (1) above was replaced with the planning activities of local DRRM plans, instead of National DRRM plan.)

During the Project, capacity development has taken place at organizational level (developing procedures, policies, system) as well as at individual level (gaining knowledge, skills and experiences). With respect to the organizational capacity, specific procedures and policies were developed as tangible/physical outputs as listed below. (As for the capacity development at individual level, some cases observed during the terminal evaluation are described later under the section of Effectiveness.)

	Already Authorized	Yet to be Authorized
Output 1	1. Regional DRRM Plan of Region-II 2. Isabela Province DRRM Plan 3. Ilagan City DRRM Plan 4. Alcala Municipality DRRM Plan 5. Regional DPPM Plans of other 15 regions	1. Cagayan Province DRRM Plan 2. Checklist and Assessment Form (M&E tool)
Output 2	6. NDRP on Hydro-meteorological Disaster	3. NDRP on Earthquake and Tsunami 4. OCD Operations Manual for Response
Output 3	-	5. National DRRM Education and Training Plan (Its draft design was already approved.) 6. Four priority training modules for DRRM TIs 7. Civil Defense Education and Training Program (Its draft design was already approved.)
Output 4	-	8. Concept Paper of CBDRRM National Policy 9. Basic Instructor's Guide 10. Action Plan for CBDRRM activities

Specific system and programs were also developed as tangible/physical outputs as listed below. It should be noted, at the same time, that one of a significant indication of capacity development at organization level is the establishment of a suitable and effective organizational structure. This is not included in the project activities, and is currently ongoing as the finalization of OSSP outside of the Project. The development of procedures, plans, and system are carried out based on the current OCD structure dependent of the interim OSSP.

	Ready for Operation	Yet to be made ready
Output 1	-	1. Checklist and Assessment Form (M&E tool)
Output 2	1. IMS (Information Management System) 2. New cluster groupings (in NDRP)	2. OCD Operations Manual for Response
Output 3	3. Four priority training modules for DRRM TIs	3. Civil Defense Education and Training Program
Output 4	4. Basic Instructor's Guide	4. CBDRRM National Policy

Apparently, there many tangible outputs which need to be finalized and approved for the next six months. The Project have yet to carry out remaining activities such as substantiating plans, improving the tool/system, conducting training/drill, organizing evaluation workshop/meeting, consulting relevant authorities and consolidating feedback. Carrying out all these activities may require extra efforts, considering that activities usually become slow in November, December and January. By preparing a specific work plan for the next six months and expediting remaining activities to secure the delivery of these outputs, however, the Project still has a good potential to attain the intended Project Purpose by March 2015. It should be noted that one of external factors that will affect project implementation is the occurrences of natural disasters to which OCD has to render its services.

### 2.3.2 Achievement of Project Purpose Indicator

There are two project purpose indicators set in the PDM: 1) plans, manuals and guidelines prepared through the project are authorized; and 2) concepts, systems and programs prepared through the project are ready for operation. As



listed above, regarding the first indicator, 6 plans were already authorized by duly constituted entities (national or local DRRMC), while 10 of plans, tool, program, manual, guideline and policy paper have yet to be authorized by relevant authorities (national or local DRRMC, OCD executive). Regarding the second indicator, 4 of the system, concept and program are ready for operations, while 3 of them have yet to be developed and finalized. There is duplication between Indicator 1 and Indicator 2 such as OCD Operations Manual and four priority training modules because they are not authorized yet, but can be ready for operation.

No	Indicator	Assessment and Current Status	
1	Plans, manuals and guidelines prepared through the project are authorized.	Partially Achieved	As summarized in the table above.
2	Concepts, systems and programs prepared through the project are ready for operation.	Partially Achieved	As summarized in the table above

## 2.4 Progress towards the Overall Goal

The Overall Goal is the improvement of DRRM activities and operations conducted by organizations of the Government of the Philippines (GOP). There are some cases mentioned during the terminal evaluation where the developed capacity of OCD has turned into improved actions of OCD that were actually observed by disaster related agencies, in particular its coordination and linking capacity with relevant organizations in response to recent natural disasters (typhoon Glenda in July 2014, typhoon Louise in August 2014, and typhoon Mario in September 2014). The advancement towards attaining overall goal based on the achievements of the Project, however, is still limited at present.

According to the PDM, the achievement of the project's Overall Goal is indicated by the "implementation of the sunset review", "upgrading of the LDRRMPs of all LGUs", the "regular updating in OCD's M&E system of the utilization of DRRM funds by other organizations", the "implementation of the activities of DRRM plans, manuals and guidelines prepared through the project", and the "operationalization of the concepts, systems and programs prepared through the project".

The Project is still in the process of collecting suggestions for the sunset review which is expected to be conducted by Philippine Congress next year. The Project successfully upgraded the DRRM plans in pilot Region and LGUs (RDRRMP of Region II, PDRRMPs of Cagayan and Isabela Provinces, CDRRMP of Ilagan and MDRRMP of Alcala Municipality using a plan template.) The municipality of Aparri, also in Cagayan Province, whose representatives attended the plan formulation workshops and training for Cagayan Province, formulated its MDRRMP using the plan template. However, it will take a long time to upgrade the local DRRM plans of all LGUs using the plan template unless a Joint Memorandum Circular by NDRRMC and DILG enjoining LGUs to adopt the template is made available. There is not much progress done yet on the updating of OCD's M&E system for the utilization of DRRM funds by other organizations. The plans, manuals and guidelines as well as the concepts, systems and programs prepared by the project have yet to be finalized and authorized.

## 2.5 Implementation Process

In March 2013, OCD central office was reorganized into eight divisions and NDRRM Service was newly established. The Project has four Outputs, and at present staff members from six divisions (Plans and Programs Division, Operations Division, CEIT Division, HRMD Division, Education and Training Division, and NDRRM Service) are engaged in the Project. CDEXO is the project manager and the focal person of OCD for the cooperation/intervention of

JICA that includes not only the Project but also the Policy Advisor attached to OCD. Co-chair agencies of NDRRMC, namely DOST (Department of Science and Technology), DILG (Department of the Interior and Local Government), DSWD (Department of Social Welfare and Development), and NEDA (National Economic and Development Authority), are also member of JCC meeting.

### Chapter 3: Review by the Five Criteria

#### 3.1 Relevance

Relevance of the Project remains high.

- 1) The relevance of the Project to the policy of Philippine government, in terms of natural disaster risk reduction and management (DRRM) with long-term perspective, has been evaluated as high throughout the cooperation period. The Philippine Development Plan 2011-2016 continues to be the overarching guide for Philippines' policies and sustainable development. Republic Act No. 10121, or *Philippine Disaster Risk Reduction and Management Act of 2010*, established the National DRRM Council in 2010, which is administered by OCD under the chair of DND, and vice chairs of DILG, DSWD, DOST, and NEDA. The RA10121 also provides for the National DRRM Framework (approved in 2011 in alignment with DRRM principles and multi-hazard approach) and institutionalizes the National DRRM Plan (launching in 2012 to strengthen the capacity of the national government and LGUs together with partner stakeholders). The Project has been aligned with these government policies, aiming at the capacity strengthening of OCD in the areas of DRRM planning, operations, education and training as well as CBDRRM.

Law, Plan, Policies	Responsible Organizations	OCD's role described therein
RA 10121	Approved at the House of Representatives, and the Senate on 27 May 2010.	Rule 7 of IRR (Implementing Rules and Regulations), RA10121 prescribes OCD's mandate, power and functions (such as formulation, implementation and monitoring of NDRRMP) and staffing requirements. (Rule 8 of IRR also describes National DRRM Training Institutes' purpose, training programs, location and organizational structure.)
National DRRM Framework	Adopted by NDRRMC on 16 June 2011	- (NDRRMF is to develop common understanding DRRM such as disaster risk profile, development context, policy context, international commitment, the paradigm shift, and the national DRRM framework with four aspects and strategies.)
National DRRM Plan	Authored by NDRRMC TMG, and approved by NDRRMC in February 2012	OCD is to conduct monitoring & evaluation on DRRM (also develop standard monitoring & evaluation template); to ensure that the physical framework, social, economic and environmental plans of LGUs are consistent with NDRRMP; to review and evaluate LDRRMPs; to conduct Post-Disaster Needs Assessment (PDNA).
Regional DRRM Plan	Coordinated/ facilitated by OCD central & regional office, and approved by RDRRMC (chaired by OCD Regional Director)	OCD is the lead agency to conduct CBDRRM and CCA assessment, mapping, analysis and monitoring; to equip communities with necessary skills and capability to cope with impacts of disasters; to carry out immediate and adequate needs and damages assessment in disaster stricken areas; to mobilize SARR groups, to provide social services to identified recipients.
Local DRRM Plan	Developed by LDRRM Offices, and approved by LDRRM Council	OCD Region II is an implementing partner mainly to instill community awareness & preparedness on DRRM, as well as in the areas of response, and rehabilitation & recovery.
NDRP on Hydro-Meteorological Disaster	Developed by OCD (supported and cooperated mainly by DSWD), and approved by NDRRMC on 30 June 2014.	Specific task of OCD is to facilitate coordination, mobilize resources for response and information management including communications; to head the Logistics cluster and the Emergency Telecommunications cluster; to manage the disaster Operations Center.

- 2) The Project continues to meet the needs/expectation of implementing agency, OCD. During its implantation, the Project made some changes and adjustments of project activities in response to the need of OCD, thereby remaining

effective in serving its Purpose. For example, the NDRRMP was developed and approved by the initiative of OCD in February 2012 before the beginning of the Project in March 2012, hence the Project shifted its focus on DRRM planning to the formulation of RDRRMP and LDRRMPs instead. Also, the Project has been adaptable to the changes of OCD organizational structure (e.g., OCD central office was reorganized into eight divisions and NDRRM Service was newly established in March 2013.) The finalization of OCD organizational structure by way of OSSP still has been prolonged in deliberation, including the starting-up of the three Training Institutes. The Project therefore has developed outputs such as draft OCD Operations Manual and National DRRM Education & Training Plan (as well as priority training modules) which are applicable to the current, interim OCD structure.

- 3) The Project continues to be in line with Japan's Country Assistant Policy for the Philippines (dated April 2012), where disaster prevention is one of its eight programs under the prioritized areas of support, which includes natural disaster risk reduction and management.

### 3.2 Effectiveness

Effectiveness of the Project is medium

- 1) The Project is evaluated medium in terms of its effectiveness. The Project has significantly contributed to the strengthening of OCD's capacity on DRRM, but has not fully achieved any of the set indicators at Output and Project Purpose level. This is partly because most of the indicators are requiring the approval of the outputs by relevant authorities which are sometimes beyond the influence of the Project, and also because some activities are behind the schedule due to OCD activities being affected by frequent occurrence of natural disasters. Among the 14 output indicators, the Project has almost achieved 5, partially achieved 8, and hardly achieved 1 indicator(s). The 2 project purpose indicators have also been only partially achieved. It is noted, however, that there were discussion once before that including "approval" of the plan/policy into the indicators were too demanding for the Project (e.g. Provincial, municipal and city Sangguniang are beyond the influence of the Project). At the same time, positive effects of including "approval" into the indicators are also apparent (e.g. This inclusion has promoted activity progress, ensured the contents of outputs, and caused impacts at the national level as in the case of NDRP on Hydro-meteorological disaster.)
- 2) Also in relation to the achievement of indicators, it should be noted that some outputs not being approved yet does not necessarily mean that their activities have been inactive. For example, Ilagan City has obtained the city DRRM council's approval on Local DRRM Plan in time to secure Local DRRM Fund but that plan is only for 2014 fiscal year. In contrast, Cagayan Province couldn't get approval in time but tried to examine the contents of DRRM Plan by Technical Working Group. This shows processing Local DRRM Plan within the time limit does not always indicate a good performance of local DRRM offices. Instead of only looking at the approval status of outputs, the process of formulating plans towards the approval, and capacity development taken place during the process also should be recognized.
- 3) As already described before, one of a significant indication of capacity development at organization level should be the establishment of a suitable and effective organizational structure. This has not taken place yet as the deliberation on OSSP continues, which is a constraint the Project has encountered while developing relevant plans, manual and modules, not to mention resulting frequent change of counterpart personnel. For example, OCD plans to establish its own Training Institutes (TIs): 1 in Luzon, 1 in Cebu and 1 in Davao. OCD already has complete architectural



drawings for the TIs but their physical construction has not been realized yet. The budget for the construction has not yet been included in the annual budget allocation plan of DND. In the meantime, the functions and activities of the TIs are carried out by OCD's Education and Training Division. The DRRM priority training modules which are initially to be prepared for TIs, then, has been prepared by the Project in conformity with such transitional situations.

- 4) Further relating to the capacity development of OCD, some agencies have already noticed the improved coordination of OCD in responding to disasters such as typhoon Glenda (July 2014), Louise (August 2014), and Mario (September 2014). This is consistent with the OCD Operations Division mentioning that the chapter of "response cluster" of NDRP (which was approved by NDRRMC in July 2014) on hydro-meteorological disaster were particularly useful and most referred to while responding to these typhoons. At the preliminary survey in 2010 where the four priority areas (planning, operations, HR development, CBDRM) were identified for the Project, the strengthening of horizontal and vertical coordination by OCD was highlighted as one of OCD's capacity development needs. Through the Project, the capacity of OCD, in particular on coordination, has already been strengthened at noticeable level.
- 5) Many DRRM related agencies' partners commented that OCD had made remarkable improvement on coordination during project period. But they also mentioned OCD counterparts are still needed capacity, capability and credibility as specialists on DRRM.
- 6) As for capacity development at individual level, many examples on technology transfer from Japanese inputs to OCD staff were mentioned during the termination evaluation on what they had learned in the Project.

Output	Major Learning and Activities in the Project
Component 1 (Planning)	<ul style="list-style-type: none"> <li>Facilitation and moderation skills (in conducting workshop and write shop.)</li> <li>Presentation and speaking skills (on occasions such as the OCD regional directors' summit.)</li> <li>Eagerness to promote DRRM activities based on actual disaster experience (from the training in Japan).</li> <li>Enhanced knowledge on strategic approach in terms of M&amp;E system and formulation of PPAs.</li> <li>Promotes awareness on DRRM activities particularly on risk assessments and planning process.</li> <li>Active participation/support from other stakeholders.</li> <li>Facilitation on harmonization of all plans from national to local plans</li> <li>Importance of prescribed standard template as tool/references to the DRRM planning formulation.</li> </ul>
Component 2 (Operation)	<ul style="list-style-type: none"> <li>Importance of engaging concerned agencies and clarification of their role/responsibility (in developing NDRP)</li> <li>Continual improvement of the plan (from the training in Japan)</li> </ul>
Component 3 (Education & Training)	<ul style="list-style-type: none"> <li>Involvement of private sector and volunteer in DRRM, and some of best practices (from the training in Japan)</li> </ul>
Component 4 (CBDRM)	<ul style="list-style-type: none"> <li>Concept and contents of CBDRM and systematic implementation processes of CBDRM activities</li> <li>Facilitating and moderating skills shared from local Filipino consultants of the Project.</li> <li>With above, NDRRMS was able to conduct activities with more responsibility.</li> </ul>

- 7) With respect to CBDRM, various government agencies, LGUs, and NGOs have already conduct CBDRM-related trainings using different contents. Offices of DILG (e.g., NBOO, BLGD and LGA) also conduct related trainings using different training modules or contents and different number of training hours or days. The Project is leading the standardization process of these various CDBRRM activities by developing CBDRM national policy which will contain (1) the concept paper, (2) the instructor's guide with the training course, and (3) the action plan. The project is expecting to secure the approval of these documents by March 2015. It was mentioned at the interview that the confidence of OCD and LGU staff in making presentations and delivering

lectures on CBDRRM was increased through the TOT trainings. Trained barangay officials (Tortugas and Sabang) was able to produce initial IEC materials on their own such as BDRRMC organizational structure, evacuation lay-out maps not drawn to scale.

- 8) The establishment of IMS undertaken by the project is expected to provide reliable disaster statistics, which is an essential basis for effective DRRM activities such as assessing risks, planning effective measures by learning from past disaster experiences, and offering better response based on available information on disaster situations. When experiencing recent typhoons such as Yolanda (November 2013) and Glenda (July 2014), OCD has recognized the importance of making such database available, and more essentially, continuing it updated by adding new data and information as well as sustaining it in stable operation.
- 9) Followings are the recommendation made at the mid-term review in October 2013, and their response in the Project to the present.

Area	Recommendation	Response
1. Project Management	The alignment of project's implementation structure with the OCD's organizational structure, and continuous assignment of C/Ps	After the Mid-term review in October 2013, there were changes in 2014 of CDA, responsible counterpart of Output 1 and Output 3.
	Cross sectional monthly counterpart meetings participated by all counterparts involved in project's four components.	Cross sectional counterpart meetings were conducted regularly. 1 <sup>st</sup> (12 Aug 2013), 2 <sup>nd</sup> (30 Aug 2013), 3 <sup>rd</sup> (27 Sep 2013), 4 <sup>th</sup> (4 Nov 2013), 5 <sup>th</sup> (13 Dec 2013), 4 <sup>th</sup> (21 Jan 2014), Kick-Off 3 <sup>rd</sup> Year (9 Jun 2014), 1 <sup>st</sup> in 3 <sup>rd</sup> Year (14 Jul 2014)
	Capacity assessment at the end of the project	The capacity assessment was already proposed at the preliminary survey report dated December 2010.  The baseline survey was conducted at a region, but due to the change of pilot regions, there is no plan to conduct an end-line survey during the project implementation period.
2. Planning	OCD's support to LGUs to upgrade LDRRMPs utilizing the experiences of pilot LGUs in Region II. The Promotion and dissemination of good practices learned in Region II to other regions.	The non-pilot LGU, Aparri and Peñablanca municipality was supported by OCD Region II for the development of MDRRMPs (template, facilitation of workshop/meeting).  The OCD Region II shared the experience at the knowledge sharing workshop with directors of OCD regional offices, conducted in September 2013 on the occasion of regular OCD Senior Leaders' Conference. Next knowledge sharing workshop is scheduled.
	Clarification of the scope of the Sunset review of RA 10121, and that of M&E of the NDRRMP, RDRRMPs and LDRRMPs.	Activities on developing scope of the Sunset Review have not started yet.
3. Operations	Preparation of NDRP on earthquake and tsunami in addition to hydro-meteorological disasters.	NDRP on earthquake and tsunami was prepared and submitted to a TMG workshop on 30 September – 1 October 2014.
	Efforts of OCD to ensure the approval of NDRP (on hydro Meteorological disaster) by NDRRMC.	NDRP on hydro-meteorological disaster was approved in June 2014 at NDRRMC.
4. Training	OCD is to set a timetable of the operationalization plan of TI and its strategy on how to standardize training and education programs	Operationalization of TIs depends on the finalization of OSSP still being deliberated by DND, and beyond the influence of the Project.
	OCD is to seek cooperation with other training provider and government agencies.	In 2014, OCD had meetings on NDRRMETP with CSC (Civil Service Commission) for the training to National Government Agencies (NGAs) and DILG for the training to LGUs which are responsible for the capacity development for NGAs and LGUs.  Development of accrediting system is one of ideas being considered by OCD.
5. CBDRRM	Clarification of the role/responsibility of stakeholders in the Concept Paper for	Role and responsibility of related agencies were clarified in the concept paper.



	CBDRRM.	
	Institutionalization of measures on how to use risk information available to C/M LGUs to implement CBDRRM activities.	Utilization of existing risk maps and invitation of officers from technical agencies to the CBDRRM activity were written in the concept paper.
	Collaboration with relevant agencies to ensure the sustainability of CBDRRM.	DILG is one of the most important agencies for the sustainability of CBDRRM activity. The activities are being conducted in cooperation with DILG.

10) With respect to the scope of the Project, based on the responses of target respondents involved in the project who accomplished the survey questionnaire, crossly validated through interview conducted by the evaluation team, it can be concluded that:

- Planning and implementing capacity of OCD on DRRM is enhanced through the conduct of DRRM activities and operations applicable to a given situation;
- Community Based DRRM education and training is strengthened through actual application of modules adopted to a given scenario in a certain locality during disasters;
- DRRM activities and operations conducted by various organizations of the Philippine Government are improved with the full coordination and active participation of LDRRMOs and the community, strategies are adopted to motivate communities cooperation and support;
- Success of the project primarily lies when there is unity of Purpose, enough resources and manpower with technical know-how and a strong political will of the crafters and implementers of project.

11) Also regarding the scope of the Project, observation includes the following:

- Expected deliverables and outputs of component 1 and 4 will be achieved within six (6) months before the end of the project;
- Achievement of output 2 and 3 is uncertain as it depends on the approval of the OSSP to fulfill its mandated task and function under RA 10121;
- There is close coordination, cooperation, support and harmonious relationship between OCD and the multi-sector stakeholders with the JICA experts and consultants. Participative and consultative dialogue and workshop on sharing best practices is periodically hold in areas piloted;
- Even Non-pilot areas (City of Aparri) DRRM Plan is formulated approved by the Council and adopted by the law-making body (SB). LDRRMOs and LCEs realized its importance and commit to roll-it out to the lowest level of society (barangay).

### 3.3 Efficiency

Efficiency of the Project is medium

- 1) The Project is evaluated as medium in term of its efficiency. This is mainly because of some constraints which have affected the project implementation as some activities are behind the schedule. These constraints includes the frequent change of OCD counterpart as well as frequent occurrences of disasters (such as Earthquake Bohol in October 2013, Typhoon Yolanda in November 2013 and Typhoon Glenda in July 2014, etc.) to which OCD has needed to attend. These constraints were mentioned not only by OCD counterparts but also indicated by JCC member organizations.

- 2) Inputs to the Project from the Japanese side such as the dispatch of experts and training in Japan were appropriately conducted in general, except for the change of chief advisor on the Japanese side during the course. Inputs from the Japanese side includes the service and facilitation by local consultants attached to each outputs. The Japanese experts are dispatched to the project intermittently, and continuous technology transfer to the Philippine counterparts is limited. To address this situation, the Project has hired local consultants per Output to transfer technology to OCD counterparts. In addition, the project hired local staff to undertake daily coordination, administrative and logistics activities. Altogether, they represent the JICA team in the Project.
- 3) Inputs from the Philippines side were the assignment of counterparts and operational budget for project implementation. The Philippine team in the Project is represented by the CDA, CDEXO and the OCD staff distributed or assigned per Output. The CDA and CDEXO are appointed positions in the OCD and were changed 3 and 2 times since the project started in 2012, respectively. The OCD counterparts are distributed and assigned per Output and undertake project activities. While there were not much staff turn-overs, many of the counterparts were transferred or re-assigned to Outputs other than they were previously assigned.
- 4) The communication between the JICA team and the Philippine team was good as indicated as one of promoting factors. The JCC meeting was held constantly, total 7 times to date. Because of project's compartmentalized set-up, the implementation of pilot activities is also fragmented. For example, Output 1 is pilot implemented in Region II while Output 4 is pilot implemented in Bataan province in Region III. Inter-component meetings, however, were conducted to secure smooth horizontal coordination of project activities.

No.	Date	Agenda	Participants
1 <sup>st</sup> JCC	18 Apr 2012	Official commencement	OCD, PHIVOLCS, PAGASA, DILG, DSWD, NEDA, LPP, LMP, ULAP (and DPWH, PIA were recommended as JCC members)
2 <sup>nd</sup> JCC	3 Aug 2012	Approval of PDM ver2	OCD, PHIVOLCS, PAGASA, DILG, DSWD, NEDA, LPP
3 <sup>rd</sup> JCC	14 Nov 2012	Monitoring the progress and on IMS development	OCD, DILG, NEDA, LPP, LMP, ULAP
4 <sup>th</sup> JCC	22 Feb 2013	Achievement of the 1 <sup>st</sup> year with	OCD, NEDA, PHIVOLCS, DSWD, LPP, DPWH
5 <sup>th</sup> JCC	18 Oct 2013	Mid-term review	OCD, PAGASA, LMP, ULAP, GHQ&HEC, NEDA, PHIVOLCS, LGA(DILG)
6 <sup>th</sup> JCC	7 Feb 2014	Approval of PDM ver3	PAGASA, ULAP, LMP, OCD, NEDA, LPP
7 <sup>th</sup> JCC	20 Aug 2014	Monitoring the progress	OCD, PHIVOLCS, DILG, LGA, DSWD, NEDA
8 <sup>th</sup> JCC	10 Oct 2014	Terminal Evaluation	

- 5) Promoting factors indicated are:
  - communication access is easy since the project office, where Japanese experts and local consultants are at work on daily basis, is located at the 3<sup>rd</sup> floor of OCD;
  - strong commitment and support for CBDRRM activities by Local Chief Executives in Region III (i.e., Governor of Bataan Province, Mayor of Balanga City and Mayor of Morong Municipality) as well as active engagement of the OCD regional office and cooperation of LDRRMO in pilot LGUs in Region II (Cagayan Province, Alcala Municipality, Isabela Province, Ilagan City); and
  - Good initiative of OCD to expedite the Project by developing NDRRMP before the beginning of the Project, and by holding regional summits (in June-September 2013 organized by each OCD regional office for provincial DRRM officers), as well as assisting a knowledge sharing workshop at the occasion of regular regional directors' meetings.
- 6) Hindering factors indicated are:

- reorganization of OCD structures in 2013, frequent change of counterpart personnel, and delay of establishing TIs, all of which may be related to the ongoing OSSP deliberation. For example, replacements of key participating members both on Philippine and Japanese side required additional time to clarify the scope of work and to readjust the work plan;
  - multiple duties of OCD on alert status including the operation of Disaster Operation Center, to which OCD renders its service when typhoons and other disasters occur (e.g., Earthquake Bohol in October 2013, Typhoon Yolanda in November 2013 and Typhoon Glenda in July 2014); and
  - understaffing with only 300 personnel for entire OCD nationwide, and now proposing a total staff of 1,500 in the new OSSP.
- 7) Japanese side has set out the Basic Approach for effective/efficient implementation of the Project and technology transfer. The results of the approach is summarized as below.

Basic Approach	Item	Results
1. Fostering of ownership of the project and strengthen capacities matched to existing capacities	1-1. Sharing the results among OCD	Ownership by the counterpart members has been fostered to some extent by holding the periodical counterpart meetings and the presentation of the progress of activity by the counterpart members. However, the frequent changes of the counterpart members and the responses to the frequent disasters have been the hindering factors.
	1-2. Promote position of OCD as central agency for DRRM activities	The project selected the activities which would involve the related agencies. OCD has played a primary role for the implementation of those activities. OCD's initiatives have been positively appreciated by other agencies in the case for the NDRP development.
2. Closely cooperate with Philippines Government Agencies and Various Other Parties	2-1. Cooperate with other DRRM related agencies and share results	Since the project activities had to be implemented in cooperation with other DRRM related agencies, it might not be necessary to highlight this item as one of the basic policies.
	2-2. Avoid duplicated activities with other donors and cooperate to promote effectiveness through cooperation	The project activities were selected by considering the other donor's activities carefully. During the project also, some of the activities related to the project were examined carefully. For example, regarding the information management system which was planned to be installed by IBM in the second year of the project, the relation with the IMS in this project was repeatedly discussed to avoid the duplication.
	2-3. Input from other JICA projects concerning disaster management	The input from other JICA projects is limited, though the "Flood Hazard Mapping Manual" was utilized in the project activities and the information was shared with the project on Area BCP. On the other hand, one of the counterpart members was dispatched to the seminar organized by the other JICA project held in Myanmar as a resource person.
	2-4. Cooperation with the JICA long-term expert for effective implementation	JICA long-term expert has been involved in the project activities, counterpart meeting and JCC etc.
3. Maintain Flexibility for implementation the work		Expected outputs have been achieved efficiently by deciding the detailed project activities at several months after the commencement of the project and by reviewing the activity schedule flexibly according to the policy of OCD. However, frequent changes of CDA were unexpected.
4. Support based on Japanese knowledge and technology		The policies, plans and guidelines developed in the project were developed based on those in Japan, and the similar experience in other countries. Especially the structure of DRRM plans in Japan was understood by some of the counterpart members, and the experience of past disaster such as East Japan Earthquake and Tsunami was introduced at the seminar etc. The places to visit during the training program in Japan were selected from the point of places which are related to the project activities



### 3.4 Impact

Impact of the Project is medium-high.

- 1) The most important impact is the advancement towards achieving the Overall Goal, *DRRM activities conducted by organizations of the GOP are improved*, which is expected to be attained 3 to 5 years after the cooperation period. At present, the indication of progress towards the Overall Goal based on project's achievements is still limited, but there were some observations of OCD's improved activities from those who were interviewed during the terminal evaluation as already described above (e.g. OCD's coordination and linking actions with relevant organizations in response to recent natural disasters were improved.)
- 2) There are some impacts directly extended from project activities on LDRRMPs. OCD-Region II counterparts trained by the Project assisted the municipal DRRM office of Aparri Municipality in formulating their municipal DRRM plan using the template and processes promoted by the Project (assistance of OCD-Region II included lectures and facilitation of workshops, meetings and write-shops). The formulation of Aparri MDRRMP was completed in November 2013, endorsed by the municipal DRRM council, and approved by the municipal Sangguniang in June 2014. Likewise, Peñablanca DRRMO in cooperation with Region II plans to prepare next LDRRMP adopting the template and similar consultative processes. Peñablanca has its own LDRRMP since 1990 based on their own format and the one for 2014 was already approved by LDRRMC and Sangguniang. Peñablanca DRRMO realizes following the template would require more analysis, meetings, time and efforts than using their own format in preparing the LDRRMP.
- 3) Approval of NDRP on Hydro-meteorological Disasters at NDRRMC on 11 June 2014 has also caused some direct impacts, one of which is the reorganization of Response Cluster structures. Now, there are 12 response clusters under the supervision of DSWD, where OCD shall lead two clusters, Logistics and Emergency Telecommunications, and DILG shall lead the Management of the Dead and Missing (MDM) cluster which was previously led by Department of Health. With the reorganization of the cluster, each agency is now focused on its specific roles. This has made the coordination and response more efficient.
- 4) Also in relation to the reorganization of the cluster, each cluster is requested to prepare a comprehensive operational guideline in line with the policy, role and responsibility prescribed in NDRP. DILG already started developing the operational guideline for MDM cluster. Also, DILG is promoting the formulation of local disaster response plans by LGUs. This initiative is, however, still needs to be adjusted and aligned with the development of contingency plans for regional or lower level LGUs, which has already been undertaken by UN agencies.
- 5) Based on the project experiences, some OCD counterparts were invited to international conferences and made presentations on DRRM initiatives in the Philippines, e.g., at the 6<sup>th</sup> Asian Ministerial Conference on Disaster Risk Reduction in Bangkok on 22-26 June 2014, and the annual seminar of the JICA project in Myanmar "Establishment of End to End Early Warning System for natural Disaster" on 8 July 2014.

### 3.5 Sustainability

The prospect of sustainability of the Project is medium.

- 1) From the institutional point of view, the sustainability of the OCD activities is high. Project activities on planning, operations, education and training, and CDBRRM are fully aligned with the mandate of OCD, which was firmly



confirmed by CDA during the terminal evaluation. Technology transfer through the Project and consequent outputs are appreciated as invaluable, which OCD intends to utilize and disseminate to other areas. As already noted as one of remarkable impacts, the recognition by other organizations on OCD's improved coordination can also contribute to their continued capacity development in the long run.

- 2) From technical point of view, it is likely that OCD staff will have little difficulty in continuing and developing activities on planning, operation, education & training, and CBDRM. One concern indicated, however, is the maintenance and stable operation of IMS. At present, the system is mainly operated by the JICA team (Japanese experts and local consultants). If the technical capacity of OCD is assessed not adequate enough for maintaining the system for themselves, hiring or contracting a IT professional should be considered, who can be based in OCD and keep the system in operation, even during an emergency situation such as typhoons. IMS is also expected to contribute to PDRA, which OCD is actively promoting as its own initiative.
- 3) From the capacity of human resources viewpoint, frequent changing of focal persons is identified as a constraint that the Project has encountered during the implementation. It is uncertain when the OSSP is finalized and staffing of OCD is consolidated. It is noted that the OCD itself cannot hire official personnel. At present, the number of OCD staff is 416 (147 at main office and 269 at regional offices), among which 180 are working on a contractual basis. The additional budget to continue the contract of these staff was approved only at the end of September 2014, thereby these staff is able to work until the end of December 2014. In spite of increasing load of work after the launching of RA10121, the number of OCD staff remains the same over the past years and shortage of staff is widely indicated during the terminal evaluation. The proposed OSSP includes the increase the number of staff to 1,500.
- 4) From financial viewpoint, the prospect of sustainability is also assessed as medium. OCD has already borne some of local costs necessary for project activities, most of which are planning, coordination and monitoring. Continuation of these activities is not expected to require large amount of extra budget since they can be incorporated into current, regular duties of each division (except for the maintenance of IMS). More importantly, new activities are expected to be undertaken by LGUs such as the preparation and upgrading of LDRRMPs with participatory and consultative process and possibly utilizing the LDRRMP template. For the purpose, LGUs can consider utilizing their respective local DRRM funds to which each LGU is required to allocate 5% of its budget. OCD has already programmed and budgeted CBDRRM Capacity Enhancement in 2015 Annual Budget.

## Chapter 4 Results of the Joint Terminal Evaluation

### 4.1 Conclusion

The relevance of the Project remains high, aligned with government policy on disaster risk reduction management and OCD's mandate. The effectiveness of the Project is medium as the Project has significantly contributed to the strengthening of OCD's capacity on DRRM, but finalization and approval of some project outputs still needs to be expedited during the remain cooperation period in order to achieve the set Project Purpose. The efficiency of the Project is assessed medium because of some constraints which have adversely affected the efficient project implementation. The impact of the Project is assessed as medium-high because there are some remarkable impacts already observed, but



progress towards the Overall Goal based on the achievements of the Project is still limited. The prospect of sustainability is medium at present in terms of institutional, technical, financial, as well as human resources perspective, but this could be improved once the prolonged deliberation of OSSP is concluded and OCD's organizational structure and staffing are properly arranged.

#### 4.2 Recommendations

Recommendations on measures to be taken by the Project and OCD during and beyond the remaining cooperation period in consultation with agencies concerned are as follows.

a. Completion of remaining project activities

The Project is to clarify the plan of operation for the remaining cooperation period to ensure the completion of remaining project activities to deliver the intended tangible outputs.

(Output 1) Checklist and Assessment Form (M&E tool), Suggestion for the Sunset Review of RA10120

(Output 2) NDRP on Earthquake and Tsunami, OCD Operations Manual for Response, IMS (Information Management System)

(Output 3) National DRRM Education and Training Plan, Four priority training modules for DRRM TIs, Civil Defense Education and Training Program

(Output 4) Concept Paper of CBDRRM National Policy, Basic Instructor's Guide, Action Plan for CBDRRM activities

2) Follow-up and monitoring the approval of outputs

The approval of some intended tangible outputs as listed above would be beyond the influence of the Project and may not be achieved during the cooperation period. In considering such cases, a monitoring plan to verify its completion until final approval should be considered by OCD as its own activities or by the Project by assigning personnel. The finalization of OSSP should be also closely monitored in order to sustain the relevance of some project outputs.

3) Continuous improvement of project outputs with OCD's own initiative

Most documents and system developed by the Project are "living" outputs that requires continual improvement and revision as and when necessary in accordance with changing situations. It may be necessary for OCD to revise some documents such as OCD Operations Manual, DRRM priority training modules for TIs, and CDETP when OSSP is finalized. Even before the finalization of OSSP, OCD can improve/adjust the priority training modules, CDETP, and CBDRRM concept paper with Basic Instructors' Guide through monitoring and adaptive management cycle. For example, the cascade cycle of TOT was conducted only once as pilot testing during the Project implementation. It will be much beneficial when the experiences and results of the first cycle is used to improve the 2<sup>nd</sup> cascade cycle of TOT.

4) Extension and dissemination of good practices of the Project to other areas

In the Project, the formulation of LDRRMPs and promotion for CBDRRM were conducted as pilot activities in Region II and Region III, respectively, at selected LGUs. The good practices and experience in the pilot LGUs should be expanded to other LGUs, too. Some recommendations that can be considered are:

- utilizing regular occasions of OCD Senior Leaders' Conference where directors of OCD regional offices convene at the OCD head office two-three times a year;
- Local DRRM Offices being given a regular/ permanent (plantilla) position to ensure professionalism and continuity of DRRM program, project and activities;
- drafting of a Joint Memorandum Circular approved by DRRMC for adoption and implementation of a standard plan and training manuals;
- adopting measures to assure sustainability of the project with efficient utilization of 5% DRRM funds and 20 % Development fund from the national down to the lowest level of governance.

In addition, considering the Filipino culture, deeper and realistic monitoring of the project in piloted areas should be initiated through constant dialogues and periodic visits of the JICA experts with OCD personnel to promote a closer rapport and building confidence between them and the stakeholders.

#### 5) Strengthening technical capacity of OCD

In addition to developing plans, manual, guidelines, and system on DRRM which was undertaken by the Project, it is pointed out that OCD staff still needs technical capacity, capability and credibility as specialists on DRRM. At individual level, this can be promoted by increasing individual skills/knowledge through trainings. At organizational level, OCD can also consider recruiting new staff specialized on certain technical areas (e.g. respective disasters of typhoon, volcano, and earthquake, as well as information technology including IMS) or exchanging personnel with other professional/technical institutes such as PAGASA and PHIVOLCS.

#### 6) Promoting coordination of disaster-related organizations

Increased coordinating capacity of OCD as a result of project intervention has already been noticed by some disaster-related organizations. In order to achieve the Overall goal, it is essential for OCD to strengthen this capacity as the OCD administer of NDRRMC under the chair of DND, and vice chairs of DILG, DSWD, DOST, and NEDA. NDRRMC consists of about 40 member organizations, half of which are national government agencies. In addition, in order to promote the extension and dissemination of DRRM activities to LGUs, the coordination with DILG is also important.

#### 7) Localizing the outputs/results of the Project on DRRM activities

The DRRM-CEP targeted strengthening the capacity of Office of Civil Defense, and successfully the coordinating capacity of OCD has been enhanced due to the Project. By utilizing the policies, tools and coordinating capacity gained during the DRRM-CEP, it should be applied at the region and local level for further improvement of the DRRM system as a whole in the Philippines, such as NDRP/Regional DRP, IMS, DRRM plans and CBDRRM. Also, OCD should utilize training frameworks which was formulated during the project.

#### 8) Ensuring appropriate number of staff

In spite of increasing load of work after the launching of RA10121, the number of OCD staff remains almost the same and shortage of staff is widely indicated during the terminal evaluation. While recognizing the ongoing OSSP discussion, OCD still needs to make continued efforts to secure appropriate number of staff to fulfill its mandate and also to carry out the recommendations above.

Making representation to fast-track approval of OCD Organizational Structure and Staffing Pattern (OSSP) to accomplish expanded functions of OCD under RA 10121 can be considered.

#### 4.3 Lessons learned

Lessons learned drawn from experiences of the Project for ongoing or future similar technical cooperation projects are as follows.

##### 1) Capacity Assessment

Conducting a capacity assessment of OCD was proposed in the preliminary survey report dated December 2010 as well as in the mid-term review report dated October 2013. The baseline survey was conducted in the 1<sup>st</sup> year of the Project. Due to the change of pilot regions and LGUs during the course of the project implementation, however, the activity of carrying out the end-line survey has disappeared. There is no plan for the Project to conduct another capacity assessment during the remaining period. This is partly attributed to the undertaking of a capacity assessment survey has not been explicitly described in the PDM. In a project aiming at the strengthening of capacity, conducting a capacity assessment should be included as an activity in PDM in order to evaluate the results of intervention/contribution of technical cooperation. Regarding the contents and structure of capacity assessment, precedent examples of not only disaster management, but also other areas such as education and health can be used as reference.

##### 2) Activity that can synthesize each outputs to improve the DRRM system as a whole

The Project has focused on the four specific, prioritized areas for OCD's capacity enhancement (i.e. planning, operations, education and training, and CBDRRM). As a result of this project design with specific focus, the Project has rather a compartmentalized set-up, and the implementation of pilot activities also tends to be fragmented. (For example, Output 1 is pilot implemented in Region II while Output 4 is pilot implemented in III.) In order to address this issue, inter-component meetings have been conducted by the Project to secure smooth horizontal coordination of project activities. Not only individual outputs on DRRM but also a cross-cutting component to improve the DRRM system as a whole can be included in the PDM.

##### 3) Appropriateness of the Indicator

The Project has not fully achieved its indicators at present partly because most indicators require approval of outputs from relevant authorities. There was actually discussion once before whether or not including "approval" of the plan/policy into indicators was too demanding for the Project. At the same time, positive effects of including "approval" into the indicators are also apparent such as promoting activity progress, ensuring the contents of outputs, and causing impacts as the outputs are authorized and official. It should be discussed carefully whether the approval of outputs can be included in project activities or an external factor/an important assumption to project activities.

There is a realization derived after a thorough dialogue and discussion between the evaluation team and local Disaster Risk Reduction Officers of the piloted areas realizing that DRRM Council is the approving authority of DRRM Plans to be adopted by the Sangguniang Bayan for budgetary purposes only.





## Appendix 1: Revised Project Design Matrix

Project Name: Disaster Risk Reduction and Management (DRRM) Capacity Enhancement Project  
Target Area: Philippines  
Implementing Agency: Office of Civil Defense (OCD)

Duration: 2012 – 2015 (3 years)  
Target Group: OCD staff

Version 3.0  
Date: 07 February 2014

Implementing Agency: Office of Civil Defense (OCD)		Date: 07 February 2014		
Narrative Summary		Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>Overall Goal</b> DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.		<ul style="list-style-type: none"><li>Sunset Review of RA10121 is implemented.</li><li>LDRRMPs of all LGUs are upgraded.</li><li>Utilization of DRRMPs by other organizations is regularly updated in OCD's M&amp;E system.</li><li>DRRM activities on plans, manuals and guidelines prepared through the project are implemented. (*1)</li><li>The concepts, systems and programs prepared through the project are operationalized. (*2)</li></ul>	<ul style="list-style-type: none"><li>Report of Sunset Review</li><li>Monitoring sheet</li><li>Activity reports / Annual Reports of relevant agencies</li><li>Disaster Situation Reports</li><li>Surveys and interviews with relevant GOP organizations</li></ul>	
<b>Project Purpose</b> Capacity on DRRM of OCD is strengthened.		<ul style="list-style-type: none"><li>Plans, manuals and guidelines prepared through the project are authorized.</li><li>Concepts, systems and programs prepared through the project are ready for operation.</li></ul>	<ul style="list-style-type: none"><li>Minutes of NDRRMC-TMGs</li><li>Reports and documents by OCD</li><li>OCD's Annual Report</li><li>Surveys and interviews with relevant GOP organizations</li></ul>	<ul style="list-style-type: none"><li>Policy direction of GOP on DRRM continues and NDRRMP is legislated.</li><li>Necessary budget for DRRM activities based on NDRRMP are secured.</li><li>Relevant GOP organizations conduct appropriate DRRM activities.</li></ul>
<b>Outputs:</b> 1. Planning and implementing capacity of OCD on DRRM is strengthened.		<ul style="list-style-type: none"><li>Suggestions for Sunset Review of RA 10121 and improvement of NDRRMP on LGU's DRRM activities based on project experiences are prepared.</li><li>RDRRMPs at all Regions (17 Regions) are formulated and approved.</li><li>LDRRMPs for pilot LGUs in Region II are formulated and approved.</li><li>Monitoring tools/sheet of LDRRMPs and LDRRMOs for LGUs is developed</li></ul>	<ul style="list-style-type: none"><li>Checklist / Monitoring sheet</li><li>Project Progress Report</li><li>Documents issued by OCD</li><li>Resolution of RDRRMP/ Report from OCD regional office</li><li>Resolution of LDRRMP / Report from pilot LGUs</li></ul>	<ul style="list-style-type: none"><li>Organizations and members which acquired skills from the project continue to work for DRRM.</li></ul>
2. DRRM activities, including information management, are standardized.		<ul style="list-style-type: none"><li>NDRPs for Hydro-Meteorological, Earthquake and Tsunami Disasters are approved.</li><li>OCD Operations Manual for Response is approved.</li><li>IMS (Databases of Responder, Incident and Historical Disaster) at the Central and Regional Offices is approved.</li><li>24 ICT staff are trained for IMS. (CO: 7 and Ros 17)</li><li>Drills for NDRP, Operations Manual and IMS are implemented.</li></ul>	<ul style="list-style-type: none"><li>NDRP</li><li>Operations Manual for Respons</li><li>Database and IMS set in OCD-CO</li><li>Training Reports</li></ul>	
3. DRRM education and training system and capacity is strengthened.		<ul style="list-style-type: none"><li>NDRRMETP is finalized and approved by the OCD top management</li><li>Priority training modules for DRRM Tis are finalized and approved by OCD.</li><li>Civil Defense Career Education and Training Program are developed and approved by the OCD top management.</li></ul>	<ul style="list-style-type: none"><li>NDRRMETP</li><li>Training module</li><li>Civil Defense Career Education and Training Program</li></ul>	
4. Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened.		<ul style="list-style-type: none"><li>CBDRRM National Policy (Concept Paper), Basic Instructor's Guide and Training Course are presented to NDRRMC TMG-Preparedness for finalization and are approved by the Chairperson of NDRRMC.</li><li>Action plan to implement and monitor/evaluate CBDRRM activities are prepared for/by the national and regional levels.</li></ul>	<ul style="list-style-type: none"><li>CBDRRM National Policy / Basic Instructor's Guide / Training Module</li><li>Action Plan / Monitoring sheet</li></ul>	
<b>Activities</b> 1-1 Review RA10121 and National Disaster Risk Reduction and Management Plan (NDRRMP) on LGU's DRRM activities 1-2 Formulate selected Regional DRRM Plan (RDRRMP) 1-3 Formulate selected LGU DRRM Plans (LDRRMPs) 1-4 Guide LGUs to monitor development of LDRRMP and establishment of DRRMO		<b>Inputs</b> <u>Japanese side:</u> <ul style="list-style-type: none"><li>Dispatch of experts</li><li>Disaster Risk Reduction Management Plan/Team leader</li><li>Disaster Risk Reduction Management Operation</li><li>Human Resource Development &amp; Planning</li><li>Community Based Disaster Risk Management</li><li>Information Management System</li><li>Disaster Risk Reduction Management Plan 2 / Project coordinator</li><li>Other short-term experts (Development of NDRRMP, etc)</li><li>Machinery and equipment necessary for development of information management system</li><li>Cost for the implementation of pilot activities</li><li>Counterpart trainings in Japan</li></ul>		<ul style="list-style-type: none"><li>Relevant GOP organizations cooperate to the project activities.</li><li>Communities in the pilot areas accept the Project</li></ul>
2-1 Identify the relevant organizations and their roles in DRRM activities the project 2-2 Identify the necessary human resources, equipment and facilities for DRRM activities 2-3 Identify priority areas of standardized guidelines and operation manuals 2-4 Develop National Disaster Response Plan (hereinafter referred to as "NDRP") 2-5 Develop OCD Operation Manual for Response 2-6 Develop information management system (IMS) for DRRM activities 2-7 Conduct drills based on NDRP, operation manual(s) and IMS 2-8 Review and revise NDRP, operation manual(s) and IMS		<u>Philippine side:</u> <ul style="list-style-type: none"><li>Counterpart personnel</li><li>Office space and other facilities necessary for project activities</li><li>Necessary operational expenses for the project activates</li></ul>		
3-1 Develop National DRRM Education and Training Program (NDRRMETP) 3-2 Identify and formulate priority training modules for DRRM Tis 3-3 Develop Civil Defense Career Education and Training Program for OCD				<ul style="list-style-type: none"><li>Pre-conditions</li><li>Counterpart personnel from OCD permanent staff/officials is assigned.</li></ul>
4-1 Review previously conducted CBDRRM activities 4-2 Develop CBDRRM National Policy to implement CBDRRM activities 4-3 Develop CBDRRM Training Course with module including Basic Instructor's Guide 4-4 Implement and review pilot CBDRRM activities 4-5 Prepare action plan to implement CBDRRM activities nationwide				
*1 - Response activities are conducted according to NDRRMP				

\*1: - Response activities are conducted according to NDRP and Operation manual.  
- CBDRRM activities at community level are conducted by Utilizing instructor's guideline other than pilot area.

\*2: - DRRM activities implemented by LGUs are monitored, evaluated and supported.  
- IMS is utilized for DRRM activities according to operation manual.  
- Training programs are implemented by DRRM Tis and/or other agencies in accordance with NDRRMETP.  
- Training programs are implemented with OCD Budget in accordance with the Civil Defense Career Education and Training Program.  
- Tangible Outcomes (e.g. Joint CBDRRM Programs and Implementation by OCD and DILG, CBDRRM Programs by LGUs in accordance with concept/action plan)



## Appendix 2: Plan of Operation

Activity	FY 2011		FY 2012				FY 2013				FY 2014			
	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS	OND	JFM
Output 1: Planning and implementing capacity of OCD on DRRM is strengthened.														
1-1 Review RA10121 and National Disaster Risk Reduction and Management Plan (NDRRMP) on LGU's DRRM activities														
1-2 Formulate selected Regional DRRM Plan (RDRRMP)														
1-3 Formulate selected LGU DRRM Plans (LDRRMPs)														
1-4 Guide LGUs to monitor development of LDRRMP and establishment of DRRMO														
Output 2: DRRM activities, including information management, are standardized.														
2-1 Identify the relevant organizations and their roles in DRRM activities the project														
2-2 Identify the necessary human resources, equipment and facilities for DRRM activities														
2-3 Identify priority areas of standardized guidelines and operation manuals														
2-4 Develop National Disaster Response Plan (hereinafter referred to as "NDRP")														
2-5 Develop OCD Operation Manual for Response														
2-6 Develop information management system (IMS) for DRRM activities														
2-7 Conduct drills based on NDRP, operation manual(s) and IMS														
2-8 Review and revise NDRP, operation manual(s) and IMS														
Output 3: DRRM education and training system and capacity is strengthened.														
3-1 Develop National DRRM Education and Training Program (NDRRMETP)														
3-2 Identify and formulate priority training modules for DRRM Tis														
3-3 Develop Civil Defense Career Education and Training Program for OCD														
Output 4: Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened.														
4-1 Review previously conducted CBDRRM activities														
4-2 Develop CBDRRM National Policy to implement CBDRRM activities														
4-3 Develop CBDRRM Training Course with module including Basic Instructor's Guide														
4-4 Implement and review pilot CBDRRM activities														
4-5 Prepare action plan to implement CBDRRM activities nationwide														
JCC Meeting (as project management activity)			1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>			5 <sup>th</sup>	6 <sup>th</sup>		7 <sup>th</sup>		
Actual operations of activities (lines) and plan of the activities (shades)														
Signing of R/D			Starting Project				Mid-term Review				Terminal Evaluation			

Appendix 3: Schedule of the Terminal Evaluation

No	Date		Leader / Survey Planning	Evaluation and Analysis	Disaster Policy	Filipino Evaluators
1 <sup>st</sup>	20 Sep	Sat		Document Arrangement		
2 <sup>nd</sup>	21	Sun		11:30 Meeting with Thematic Evaluation Consultant		
3 <sup>rd</sup>	22	Mon		09:30 Kick-off Meeting		
4 <sup>th</sup>	23	Tue		10:00 Component 3 13:30 Component 1		
5 <sup>th</sup>	24	Wed		10:00 Component 2 13:40 Component 4	(Sri Lanka)	10:00 Component 2 13:00 Component 4
6 <sup>th</sup>	25	Thu		08:45 Meeting with OCD-Region III 11:40 Balanga City 15:20: Morong Municipality	(Sri Lanka)	08:45 Meeting with OCD-Region III 11:40 Balanga City 15:20: Morong Municipality
7 <sup>th</sup>	26	Fri		11:00 Meeting with OCA and CDEXO 14:20 DSWD hearing	(Sri Lanka)	11:00 Meeting with OCD Executives 14:00 Hearing with DSWD
8 <sup>th</sup>	27	Sat		Meeting with Thematic Evaluation Consultant	(Sri Lanka)	
9 <sup>th</sup>	28	Sun		Document Arrangement		
10 <sup>th</sup>	29	Mon		10:30 Meeting with Expert Team 14:20 NEDA hearing 16:00 Survey for IMS 17:50 Additional Interview on Component 3	14:20 Hearing with NEDA 16:00 Survey for IMS	16:00 Survey for IMS
11 <sup>th</sup>	30	Tue		11:15 Departure to Tuguegarao 13:40 Courtesy Call at OCDII 16:00 Non-pilot LGU (Aparri MDRRMO) hearing		
12 <sup>th</sup>	1 Oct	Wed		09:00 Meeting with OCDII 10:50 Pilot LGUs (Cagayan PDRRMO, Alcala MDRRMO) hearing 13:20 Pilot LGUs (Isabela PDRRMO, Ilagan CDRRMO) hearing 15:20 Non-pilot LGUs (Peñablanca MDRRMO) hearing		
13 <sup>th</sup>	2	Thu		12:55 Return to Manila 15:30 DILG hearing		
14 <sup>th</sup>	3	Fri		10:00 JICA reporting meeting 11:00 AusAID hearing 13:00 PAGASA hearing 15:00 PHIVOLCS hearing		13:00 PAGASA hearing 15:00 PHIVOLCS hearing
15 <sup>th</sup>	4	Sat		Document preparation		
16 <sup>th</sup>	5	Sun	Arrival at Manila (Survey Planning) 17:10 Meeting among Evaluation Team	Document Arrangement 17:10 Meeting among Evaluation Team		
17 <sup>th</sup>	6	Mon	12:00 Observation on IMS Arrival at Manila (Leader) 15:00 Meeting with Japanese Experts			
18 <sup>th</sup>	7	Tue	10:00 Meeting among Evaluation Team and Japanese Experts 14:00 Feedback meeting			
19 <sup>th</sup>	8	Wed	10:00 Explanation to OCD executives			14:00 Feedback meeting
20 <sup>th</sup>	9	Thu	12:00 Finalizing Evaluation Report and M/M 16:00 Reporting to JICA Office			
21 <sup>st</sup>	10	Fri	10:00 JCC, signing of M/M		16:00 Reporting to JICA Office	
22 <sup>nd</sup>	11	Sat	Departure from Manila			

#### Appendix 4: List of Interviewees

1 Philippine Side			
1) Counterpart Organization			
1	Dir. Honorato S. De Los Reyes	Civil Defense Executive Officer, NDRRMC, OCD	9/22, 26, 10/8
2	Ms. Susana E. Quiambao	Chief, Education and Training Division (component 3)	9/23
3	Ms. Rona C. Delos Santos	Education and Training Division (component 3)	9/22, 23
4	Ms. Rodella Rosario R. Rodriguez	Chief, HRDM Division (component 3)	9/22, 23
5	Mr. Roberto Manalo	HRDM Division (component 3)	9/22, 23, 10/7
6	Ms. Josephina T. Porcil	Plans and Programs Division (component 1)	9/22, 23, 10/7
7	Mr. Kenneth C. Menor	Plans and Programs Division (component 1)	9/22, 23
8	Mr. Wilson Gonowon	CEIT Division (component 2)	9/22, 24, 29
9	Mr. Sonny Patron	OIC, Operation Division (component 2)	9/22, 24, 10/7
10	Ms. Lenie D. Alegre	Chief, National Disaster Risk Reduction and Management Service (component 4)	9/24, 26
11	Ms. Anna-Lisa D. Orallo	NDRRMS (component 4)	9/24, 25
12	Ms. Shelby Ruiz	NDRRMS (component 4)	9/22, 24, 25, 10/8
13	Ms. Aurora D. Dela Rosa	Education and Training Division (component 4)	9/22, 24, 25
14	Ms. Maria Teresa J. Galang	Education and Training Division (component 4)	9/22
15	Ms. Josefina T. Timoteo	OCD Region 3, Regional Director	9/25
16	Mr. Edgar Nigel B. Lontoc	OCD Region 3, Assistant Regional Director	9/25
17	Mr. Darios S. Vallejos	OCD Region 3, Chief Planning Division	9/25
18	Mr. Michael A. Dumlao	OCD Region 3, Operations Assistant	9/25
19	Undersecretary Alexander P. Pama	CDA, OCD	9/26
20	Ms. Norma C. Talosig	OCD Region 2, Regional Director	9/30, 10/1
21	Ms. Jane Airien M. Torres	OCD Region 2, Operations, Civil Defense Officer I	9/30, 10/1
22	Ms. Mary May S. Baclig	OCD Region 2, Civil Defense Officer	9/30
23	Ms. Jaye M. Cabauatan	OCD Region 2, Civil Defense Officer II	9/30, 10/1
24	Mr. Philip B Labuguen	OCD Region 2	10/1
25	Mr. Ronald L. Villa	OCD Region 2	10/1
26	Ms. Janice M. Padagdag	Plans and Programs Division	10/7
27	Mr. Rico Caigoy	CEIT Division (component 2)	10/7
28	Mr. Romeo F. Fajardo	Deputy Administrator	10/8
2) Cooperating Organizations			
1	Ms. Marie Mortera	DND	9/22
2	Honorable Joet S. Garcia	City Mayor, City of Balanga, Bataan	9/25
3	Mr. Victor A. Baluyot Jr.	Barangay Captain, Barangay Tortugas	9/25
4	Mr. Carlos C. Dela Fuente	Bataan PDRRMO	9/25
5	Ms. Cherry Anne C. Matias	Bataan PDRRMO	9/25
6	Ms. Rofelia D. Buenaventura	Teacher /Department of Education	9/25
7	Mr. Cesar Salaveria Sr	Barangay Tortugas	9/25
8	Mr. Dennis B. Mariano	Balanga CDRRMO	9/25
9	Mr. David Malibiran	Balanga CDRRMO	9/25
10	Ms. Karleen Mae T. Inieto	Balanga CDRRMO	9/25
11	Ms. Danica Joy D. Reyes	Balanga CDRRMO	9/25
12	Honorable Jorge S. Estanislao, M.D.	Municipal Mayor, Municipality of Morong, Bataan	9/25
13	Ms. Maria Teresa B Alagon	Morong, Municipal Planning and Development Coordinator (MPDC)	9/25
14	Ms. Yolanda E. Manalo	Morong, Municipal Social Welfare and Development Officer (MSWDO)	9/25
15	Mr. Rodolfo V. Concepcion	Municipal Disaster Risk Reduction and Management Office (MDRRMO)	9/25
16	Mr. Jhun Lim	Morong, Barangay Kagawad	9/25
17	Mr. Ferdie Domingo	Morong, Barangay Kagawad	9/25
18	Mr. Larry Domingo	Morong, Barangay Kagawad	9/25
19	Mr. Joel Labandillo	Morong, Barangay Kagawad	9/25
20	Ms. Chona A Bautista	Morong, Barangay Secretary	9/25
21	Ms. Lezzth I Dnran	Morong, Secretary of the Mayor	9/25
22	Ms. Imee Rose S. Castillo	DSWD (Department of Social Welfare and Development)	9/26
23	Mr. Roderick V. Guisadio	DSWD (Department of Social Welfare and Development)	9/26
24	Mr. Gery Villareal	DSWD (Department of Social Welfare and Development)	9/26
25	Ms. Kristine M. Villarino	NEDA, OIC-Chief Economic Development Specialist, Regional Development Staff - Land Use and Physical Planning Division	9/29
26	Mr. Ronald Villon	Aparri, Municipality DRRM Officer	9/30

27	Ms. Soledad Siriban	Aparri, Midwife	9/30
28	Mr. Rolando Liberato	Aparri, Municipal Engineer	9/30
29	Mr. Romarico Panaga	Aparri, Municipal Treasurer	9/30
30	Ms. Norma Ragonjan	Aparri, MPDC	9/30
31	Mr. Ismael Tumaru	Aparri, Former Mayer, Adviser	9/30
32	Ms. Rosario Gaspar	Aparri, Municipal Registrar	9/30
33	Mr. Julius Catral	Aparri, Municipal Assessor/Administrator	9/30
34	Ms. Antonette Clrdas	Aparri, Nurse	9/30
35	Mr. Jimmy Siriban	Aparri, Member of Sangguniang Bayan	9/30
36	Honorable Shalimar D. Tumaru, M.D.	Aparri, Municipal Mayor	9/30
37	Ms. Ria Capeña	Aparri, Member of Sangguniang Bayan	9/30
38	Mr. Jacinto V. Adviento	Alcala MDRRM Officer	10/1
39	Mr. Reynaldo C. Floria	Alcala MDRRM Council	10/1
49	Mr. Bonifacio U. Cuarteros	Cagayan PDRRM Officer	10/1
41	Ms. Mia Carbonel	Cagayan PDRRM Officer	10/1
42	Mr. Restituto P. Vargas	Cagayan PDRRM Officer	10/1
43	Mr. Quirico P. Capiral Jr.	Cagayan PDRRM Officer	10/1
44	Ms. Ophelia M. Parallag	Cagayan HRD officer	10/1
45	Mr. Rolando B. Calabazon Jr.	Cagayan IT head of the Provincial Planning and Development Office	10/1
46	Mr. Edmond Guzizan	Isabela PDRRMO	10/1
47	Mr. Higinio P. Bagunu	Isabela Administration Officer III	10/1
48	Mr. Francisco R. Estavillo	Ilagan CDRRMO	10/1
49	Mr. Francisco Carmona	Ilagan City, Planning Officer	10/1
50	Ms. Mercedes D. Yadao	Ilagan City, Budget Officer	10/1
51	Ms. Laidee Dianne C. Carmona	Ilagan City, Casual of Planning Officer	10/1
52	Ms. Excelsis R. De Leon	Peñablanca, MDRRMO Head	10/1
53	Mr. Fitzgerald T. Paglilauan	Peñablanca, MDRRMO Training Staff	10/1
54	Ms. Rafaela O. Quilang	Peñablanca, MDRRMO Staff	10/1
55	Mr. Allan Tabell	Chief, Central Office Disaster Information Coordinating Center, DILG	10/2
56	Ms. Mai G. Alagean	Senior Program Officer, Australian Embassy	10/3
57	Ms. Anne C. Orquiza	Portfolio Manager, Development Cooperation, Australian Embassy	10/3
58	Ms. Rosalie C. Pagulayan	PAGASA	10/3
59	Dr. Renato U. Solidum Jr.	Director, PHIVOLCS	10/3

## 2 - Japanese Side

### 1) Project

1	Ms. Naoko KITAZAWA	Professional Engineer, Pacific Consultants Co., Ltd.	9/15,30, 10/1
2	Ms. Miki KODAMA	Senior Researcher, Asian Disaster Reduction Center	9/16, 22, 23, 29
3	Mr. Shinji IIDA	Consulting Engineer, Pacific Consultants Co., Ltd.	9/16, 22
4	Mr. Yoshihiko UCHIKURA	Consulting Engineers, Manager, Oriental Consultants Co., Ltd.	9/22, 23, 24, 29, 30, 10/1, 6, 7, 8
5	Mr. Kazuto SUZUKI	General Manager, Disaster Management Division, CTI Engineering International Co., Ltd	9/22, 23, 24, 29, 10/2, 6, 7, 8
6	Mr. Shozo KAWASAKI	Senior Architect, Oriental Consultants, Co., Ltd.	9/24, 26, 29, 10/2, 3, 6, 8
7	Ms. Hannah Lyda Mannag-Fernandez	(component 3) Human Resource Development Specialist	9/23
8	Ms. Terteen Gail Omana	(component 1)	9/23
9	Mr. Marcus Paolo PATAM	(component 2) Geodetic Engineer/Web GIS Specialist	9/24, 29
10	Ms. Gerlie SANTOS	(component 2)	9/24
11	Ms. Christine (Tin) F. Derafera	(component 4)	9/25
12	Ms. Motoyo ARAKI	Oriental Consultants Co., Ltd.	9/29

### 2) JICA Office

1	Mr. Takahiro MORITA	Senior Representative	9/19, 10/3, 9
2	Ms. Yuko TANAKA	Chief, Human Security Group	9/19, 25, 10/9
3	Mr. Hayato NAKAMURA	Project Formulation Adviser, JICA Philippine Office	9/19, 22, 10/3, 9
4	Ms. Catherine, M. PALANCA	Program Officer, Poverty Reduction Section	9/22, 25, 30, 10/1,9

### 3) Others

1	Ms. Mitsue MISHIMA	Thematic Evaluation Consultant	9/21, 24
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# Appendix 5: Dispatch of JICA Experts

As of October 2014

As of October 2014									
Name			Duration in Philippines (days of stay)						Total Days
			FY2012 Mar 2012 - Mar 2013		FY2013 May 2013 - Mar 2014		FY2014 May 2014 - Present		
1	Mr. Ryo Matsumaru	Team Leader/ Disaster Management Planning	3/19-3/31 4/9-6/6 7/10-7/18 7/24-8/30 10/8-10/26 11/5-11/17 1/9-1/30 2/11-3/6	13 59 9 38 19 13 22 23					196
2	Mr. Shozo Kawasaki	Team Leader			6/10 - 6/22 9/4 - 9/11 9/25 - 10/23 1/17 - 1/26	13 8 29 10	6/9 - 6/23 9/24-10/11	15 18	93
3	Mr. Yoshihiko Uchikura	Deputy Team Leader / DRRM Operations 1	4/9-5/3 7/24-8/14 1/28-2/8 2/14-3/1	25 22 12 16					75
		Deputy Team Leader / CBDRRM 1			6/10 - 6/22 8/29 - 9/28 10/13 - 10/19 11/28 - 12/20 1/14 - 2/13	13 31 7 23 31	6/2 - 6/26 9/21-10/18	25 28	158
4	Mr. Kazuto Suzuki	Deputy Team Leader / DRRM Operation	5/28-6/26 8/27-10/25 11/5-12/19 1/21-2/19 2/20-2/23	30 60 45 30 4	6/10 - 6/29 8/1 - 8/31 9/10 - 10/19 11/13 - 12/12 1/7 - 2/20	20 31 40 30 45	5/22 - 5/31 7/15 - 8/2 8/11 - 9/9 9/21-11/23	10 19 30 64	458
5	Mr. Kiyotaka Owada	DRRM Planning			6/10 - 8/9 9/1 - 9/11 9/16 - 9/29	61 11 14			86
6	Ms. Miki Kodama	Human Resources Development	4/24-5/3 7/22-9/2 11/4-12/1 12/16-12/20 2/3-3/3	10 43 28 5 29	6/12 - 7/7 7/21 - 8/21 10/16 - 11/15 11/24 - 11/30 1/19 - 2/19	26 32 31 7 32	6/8 - 6/12 7/1 - 8/2 8/26 -10/1	5 33 37	318
7	Ms. Rumi Hori	Training Plan / CBDRRM 2	3/19-4/27	40	7/22 - 9/4	45			85
8	Ms. Naoko Kitazawa	Training Plan / CBDRRM 2			10/20 - 11/25 1/26 - 2/8 2/16 - 2/24	37 14 9			60
		Local DRRM Planning 2			6/10 - 7/9 8/1 - 9/18	30 49	6/1 - 6/20 6/30 - 7/19 9/2 - 9/19 9/29 - 10/18	20 20 18 20	157
9	Ms. Yoko Nomura	CBDRRM	3/19-5/17 7/2-8/10 10/17-10/31 12/10-12/15 1/18-1/31 2/11-2/25	60 40 15 6 14 15					150
10	Ms. Motoyo Araki	Training Plan / CBDRRM 2 Project Coordinator / DRRM Planning 2					6/17 - 7/6 8/7 - 8/21 8/29 - 9/15 9/27 - 10/15	20 15 18 19	72
11	Mr. Akihiro Furuta	Information Management System	5/28-6/21 9/10-9/29 2/14-2/28	25 20 15	6/19 - 7/20 8/19 - 9/17 10/28 - 11/24 1/14 - 2/12	32 30 28 30	5/22 - 6/7 7/8 - 8/2	17 26	223
12	Mr. Shinji Iida	DRRM Technology	7/10-7/29 10/13-11/2 11/18-11/24 2/12-2/23	20 21 7 12	6/10 - 6/15 8/11 - 8/24 12/4 - 12/20 2/5 - 2/12	6 14 17 8	5/22 - 5/31 7/23 - 8/1 9/15 - 9/27	10 10 13	138
13	Ms. Miharu Hosono	Project Coordinator / DRRM Planning 2			8/26 - 9/17 10/3 - 10/11 10/16 - 11/1 11/24 - 12/21 1/14 - 2/28	23 9 17 28 46			123
14	Mr. Masato Fujimoto	Project Coordinator / DRRM Planning 2	7/10-9/12 10/4-12/21 1/9-3/3	65 79 54					198
15	Mr. Hirotada Hasegawa	Local DRRM Planning 1			6/16 - 6/22 8/10 - 8/17	7 8			15
Total			1,063		1,032		510		2,605



# Appendix 6: Provision of Machinery and Equipment

As of September 2014

No	Equipment	Specification and Manufacturer	Delivery Date	Unit	Price	Location
1	Server Computer	IBM SYSTEM x3550 M4 7914B2A Rack 1U, Processor: Intel Xeon 4C, Memory :8GB, HDD: 1TB	26 Sep. 2013	1	Php 210,000.00	CEIS Division
2	GIS Computer	ACER VERITON M2611G Desktop, OS: Windows7/8(64bit), Soft: Microsoft Office, Processor: Intel Core i5, Memory: 4GB, HDD: 1TB	26 Sep. 2013	1	Php 67,280.00	DRRM CEP Project Office
3	Plotter (A0 size)	HP DESIGNJET T790 CR649A 44" EPRINTER Width, 44 inches, Color, Resolution: 1440×720 dpi	26 Sep. 2013	1	Php 344,580.00	CEIS Division
4	GIS Software	ArcGIS for Desktop Basic (formerly ArcView) Single Use License	19 Sep. 2013	1	Php 151,785.71	DRRM CEP Project Office

# Appendix 7: Training of Counterpart Personnel in Japan

## Country Focused Training

Course Title	Name	Organization and Position	Period	Hosting Institution
Disaster Management Administration	1 Mr. Honorato S. Delos Reyes	Civil Defense Executive Officer of OCD	2013/6/23 – 2013/6/29 (7 Days)	Hokudan Earthquake Memorial Park /Disaster Reduction and Human Renovation Institution / Mikisogo Park / Kinki Division Rokko Sabo Office, MLIT / Ishinomaki City / Minamisanriku Town / Tohoku Regional Bureau, MLIT / The Tokyo Rinkai Disaster Prevention Part, etc.
	2 Mr. Dante D. Balao	Chief of Planning Division, Department of National Defense, OCD		
	3 Mr. Juanito W. Dalmas	National Director of NSRC and OIC Training Division, OCD		
	4 Mr. Mauel Luis M. Ochotorena	Regional Director of BASULTA Region		
Counterpart Training for DRRM Capacity Enhancement for All Stakeholders	1 Mr.SANTOS Ramon Gasapos	OCD-JICA Chairperson	2014/5/18 – 2014/5/24 (7 Days)	MLIT, Cabinet Office, Kamaishi City, Miyako City, Disaster Management Drill, etc.
	2 Ms. Lenie D. Alegre	Chief, National Disaster Risk Reduction and Management Service (Comp 4)		
	3 Ms.PORCIL Josefina Tan	Assistant Division Chief, Plans and Programs Division (Comp 1)	2014/5/18 – 2014/5/31 (14 Days)	MLIT, Cabinet Office, Kamaishi City, Miyako City, Disaster Management Drill, Great Hanshin-Awaji Earthquake Memorial Museum, Hyogo Prefecture, Kobe City, Rokko Sabo Office, JMA Osaka, etc.
	4 Mr.MENOR Kenneth Curutan	Officer, Plans and Program Division (Comp 1)		
	5 Mr.PATRON Sonny Bayanin	Officer, Operations Division (Comp 2)		
	6 Mr.GONOWON Wilson Boaquina	Officer, Communications, Electronics & Information Systems Div (Comp 2)		
	7 Mr.MANALO Roberto Pasamba	Officer, Human Resource Devt and Mngt Division (Comp 3)		
	8 Ms.DELOS SANTOS Rona Carpio	Officer, Education and Training Division (Comp 3)		
	9 Ms.RUIZ Shelby Acosta	Officer, NDRRMS (Comp 4)		
	10 Ms.GALANG Maria Teresa Joaquin	Officer, Education and Training Division		
	11 Ms.QUIAMBAO Susana Endrinal	Officer, Education and Training Division (Comp 3)		
	12 Ms.TORRES Jane Airien Manzon	Chief, Operations Section, Region II		
	13 Ms.ORTEGA Ameerah Parale	Chief, Operations Division, Region III		
	14 Ms.HERNANDEZ RizaJoy Altamarino	Officer, Region VII		
	15 Mr. CALLANTA Patrick Alain Delos Santos	Officer, Region X		

# Appendix 8: Assignment of Counterpart Personnel

## OCD Management

	FY2012	FY2013(June)	FY2013(October)	FY2014 (present)
CDA Project Director (Civil Defense Administrator)	Usec.Benito T. Ramos	Usec.Eduardo D. Del Rosario	Usec.Eduardo D. Del Rosario	Usec.Alenxander P. Pama
CDDA (Civil Defense Deputy Administrator)	-	BGen Romeo Fajardo	BGen Romeo Fajardo	BGen Romeo Fajardo
CDEXO Project Manager (Civil Defense Executive Officer)	Dir. Ronald I. Flores	Dir. Honorato De Los Reyes	Dir. Honorato De Los Reyes	Dir. Honorato De Los Reyes
Chairperson of JICA Committee (OCD counterpart team leader)	-	Col. Dante Balao	BGEN Ramon G Santos	Dir. Honorato De Los Reyes
Vice Chairperson of JICA Committee	-	Ms. Lenie D. Alegre	Ms. Lenie D. Alegre	Ms. Lenie D. Alegre

## Component 1

	FY2012	FY2013(June)	FY2013(October)	FY2014
Responsible C/P	Ms. Crispina B. Abat Ms. Lenie Alegre	Col Dante Balao	Col. Dante Balao	Cdr. Edgardo J. Ollet, (Plans and Programs Division) Ms. Josephina Porcil (Plans and Programs Division)
C/P in Charge	Mr. Marlon Henson Mr. Elvis Cruz	Mr. Elvis Cruz Ms. Leah Love G. Soriano Ms. Janice Padagdag	Ms. Josephina Porcil Ms. Raquel De Leon Ms. Leah Love G. Soriano Ms. Janice M. Padagdag Mr. Kenneth C. Menor	Ms. Raquel De Leon (Plans and Programs Division) Ms. Leah Love G. Soriano (Plans and Programs Division) Ms. Janice M. Padagdag (Plans and Programs Division) Mr. Kenneth C. Menor (Plans and Programs Division) Ms. Jane Airien Torres (Region II)

## Component 2

	FY2012	FY2013(June)	FY2013(October)	FY2014
Responsible C/P	Cdr. Edgardo J. Ollet, Mr. Christian Tabisura	LTC Edwin C. Sadang Maj. Reynaldo Balido	LTC Edwin C. Sadang Maj. Reynaldo Balido	LTC Edwin C. Sadang (Operations Division) Mr. Relan Jay J. Asuncion (NDRRMS)
C/P in Charge	Ms. Ana Lisa Orallo Engr. Florentino Sison Mr. Francis Rodriguez	Mr. Sonny Patron	Mr. Relan Jay J. Asuncion Mr. Sonny Patron Mr. Kelvin Oprecio Ms. Alexandra L. Flores Ms. Jacqueline Manara Mr. Oliver R. Arroyo	Mr. Sonny Patron (Operations Division) Mr. Kelvin Oprecio (CEIT Division) Ms. Jacqueline Manara (Operations Division) Mr. Wilson Gonowon (CEIT Division) Mr. Patrick Alain Callanta (Region X)

Component 3

	FY2012	FY2013(June)	FY2013(October)	FY2014	
Responsible C/P	Dir. Amado N. Duque Atty Acel Papa	Dr. Blanche Gobenciong Dir. Amado N. Duque	Dr. Blanche Gobenciong BGen Juanito W. Dalmas	Ms. Rodella R. Rodriguez Ms. Susana E. Quiambao	(HRDM Division) (Education and Training Division)
C/P in Charge	Ms. Shereen Lucas Ms. Rona delos Santos Joel Villoria Madonna Lyn Marquez Acquilino Ducay	Ms. Rodella R. Rodriguez Ms. Susana E. Quiambao Ms. Rona C. Delos Santos	Ms. Rodella R. Rodriguez Ms. Susana E. Quiambao Mr. Roberto P. Manalo Ms. Shereen Lucas Ms. Rona C. Delos Santos	Mr. Roberto P. Manalo Ms. Shereen Lucas Ms. Rona C. Delos Santos Ms. Amcerha Ortega	(HRMD Division) (Education and Training Division) (Education and Training Division) (Region III)

Component 4

	FY2012	FY2013(June)	FY2013(October)	FY2014	
Responsible C/P	Ms. Lenie Alegre Ms. Aurora dela Rosa	Ms. Anna-Lisa D. Orallo Ms. Alexandra Marie Flores	Ms. Lenie D. Alegre BGen Juanito W. Dalmas Dir. Edgardo Ollet	Ms. Lenie Alegre Ms. Susana E. Quiambao Dir. Edgardo Ollet	(NDRRMS) (Education and Training Division) (Plans and Programs Division)
C/P in Charge	Ms. Raquel de Leon Ms. Jean Nazareno	Ms. Susana E. Quiambao Ms. Ma. Teresa J. Galang Ms. Shereen Lucas	Ms. Anna-Lisa D. Orallo Ms. Susana E. Quiambao Ms. Shelby Ruiz  Ms. Ma. Teresa J. Galang  Ms. Aurora D. Dela Rosa Ms. Raquel de Leon	Ms. Anna-Lisa D. Orallo Ms. Shelby Ruiz Ms. Ma. Teresa J. Galang Ms. Aurora D. Dela Rosa Ms. Shereen Lucas Ms. Raquel de leon Ms. Rizajoy Hernandez	(NDRRMS) (NDRRMS) (Education and Training Division) (Education and Training Division) (Education and Training Division) (Plans and Programs Division) (Region VII)

## Appendix 9: Operation Budget

### 1) Japanese Side (Cost for the implementation of pilot activities)

(Currency: JPN)

Items	FY2012 (Mar 2012 – Mar 2013)	FY2013 (May2013 – Mar2014)	FY2014 (Jun2014-Aug2014)	Total
1 Local Staff Salary <sup>*)</sup>	7,426,610	18,159,179	4,826,205	30,411,994
2 Communication and Excess Fees	80,174	139,345	38,632	258,151
3 Local Travel, Rent a Car	3,359,152	9,850,386	1,127,803	14,337,341
4 Documentation	146,000	200,000	0	346,000
5 Consumables	671,895	1,575,038	775,963	3,022,896
6 Equipment	1,613,000	1,897,000	0	3,510,000
7 Local Consultant Fees	3,066,000	0	6,000,000	9,066,000
8 Training Related Expense (Philippines)	1,679,586	4,501,734	1,290,327	7,471,647
9 Training Related Expense (Japan)	0	822,000	1,200,000	2,022,000
Total	18,042,417	37,144,682	15,258,930	70,446,029

Note) Figures in FY2014 are tentative.

### 2) Philippine Side (Necessary operation expenses for the project activities)

(Currency: PHP)

Items	FY2012 (Mar 2012 – Dec 2012)	FY2013 (Jan 2013 - Dec 2013)	FY2014 (Jan 2014 – Present)	Total
1 Workshops and Transportations for Output-2	-	130,000	70,000	200,000
Total	-	-	-	-

Note) these figures are indicative. The total amount could not be clarified.

### \*) Local Staff on contract with the Project (as Japanese side input)

Component	Position	FY 2012	FY 2013	FY 2014
Component 1	DRRMP Planning	Ms. May		
	DRRMP Planning		Ms. Terteen Gail Omana	Ms. Terteen Gail Omana
	DRRMP Planning		Ms. Ria Toquero	
	DRRMP Planning		Ms. Lorna Victoria	
	DRRMP Planning		Mr. Dunstan Egar	
Component 2	DRRM Operation	Ms. Geraldine Santos	Ms. Geraldine Santos	Ms. Geraldine Santos
	DRRM Operation		Ms. Leslie Santos	Ms. Leslie Santos
	GIS Operator		Ms. Corina Manansala	Mr. Bobmark John Prado
	System Engineer		Ms. Helen Labao	Mr. Marcus Paolo Patam
	System Engineer		Mr. Romer Kristi Aranas	Mr. Lean Carlo Celis
	Encoder		Mr. Israel Tolentino	Mr. Reynaldo Apelena, Jr.
Component 3	DRRM HRD	Ms. Jocelyn Mendoza		
	DRRM HRD		Ms. Hannah Fernandez	Ms. Hannah Fernandez
	DRRM HRD		Prof. Pacheco	
Component 4	CBDRRM	Ms. Mayfourth	Ms. Mayfourth	Ms. Mayfourth
	CBDRRM	Ms. Grace Molina	Ms. Christine Derafera	Ms. Christine Derafera
	CBDRRM	Mr. Ninoy Balgos		



Appendix 10: Result Grid (Achievement of Indicators)

5 October 2014

Narrative Summary		Objective Verifiable Indicators	Current Status and Progress	5 October 20 Assessment														
<b>Overall Goal</b> DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.	1. Sunset Review of RA10121 is implemented.	<ul style="list-style-type: none"><li>Sunset review is not yet implemented. The Philippine Congress is expected to conduct the review in 2015 (according to the law RA 10121). Specific date/s of Congressional review is not yet determined.</li><li>The project is only expected to prepare for suggestions for the sunset review and for improving NDRRMP based on the experiences of the project</li></ul>	Expected to be achieved															
	2. LDRRMPs of all LGUs are upgraded.	<ul style="list-style-type: none"><li>Not all LGUs upgraded their LDRRMPs.</li><li>If a Joint Memorandum Circular (JMC) is issued by NDRRMC and DILG enjoining all LGUs to upgrade their LDRRMPs using the plan template (contents), all LGUs will comply.</li></ul>	Possible															
	3. Utilization of DRRMFs by other organizations is regularly updated in OCD's M&E system.	<ul style="list-style-type: none"><li>The OCD's M&amp;E system is not regularly updating yet the information on the utilization of DRRM funds of national government agencies. The project's IMS is not capturing yet this type of information.</li><li>A Memorandum Circular by the NDRRMC enjoining all national government agencies to report the status of their utilization of their DRRM funds to OCD will solve the problem of data acquisition. The project's contribution to facilitate the issuance of such Circular has not been defined yet.</li></ul>	possible															
	4. DRRM activities on plans, manuals and guidelines prepared through the project are implemented.	<ul style="list-style-type: none"><li>Plans, manual and guidelines on DRRM activities prepared by the project are implemented on trial basis.</li><li>Once approved and proper authorization is secured, it is expected that plans, manual and guidelines prepared by the project will be implemented</li></ul>	Expected to be achieved															
	5. The concepts, systems and programs prepared through the project are operationalized.	<ul style="list-style-type: none"><li>The concepts, systems and programs prepared by the project is not yet operationalized.</li><li>Once approved and proper authorization is secured, it is expected that concepts, systems and programs prepared by the project will be implemented.</li></ul>	Expected to be achieved															
<b>Project Purpose</b> Capacity on DRRM of OCD is strengthened.	1) Plans, manuals and guidelines prepared through the project are authorized.	<ul style="list-style-type: none"><li>Plans, manuals and guidelines prepared through the Project (underlined below) and their authorization status.<table><tr><th></th><th>Already Authorized</th><th>Yet to be Authorized</th></tr><tr><td>Output 1</td><td><ul style="list-style-type: none"><li>Regional DRRM Plan of Region-II</li><li>Isabela Provincial DRRM Plan</li><li>Iligan City DRRM Plan</li><li>Alcala Municipal DRRM Plan</li><li>Regional DPPM Plans of other 15 regions</li></ul></td><td><ul style="list-style-type: none"><li>Cagayan Provincial DRRM Plan</li><li>Checklist and Assessment Form (M&amp;E tool)</li></ul></td></tr><tr><td>Output 2</td><td><ul style="list-style-type: none"><li>NDRP on Hydro-meteorological Disaster</li></ul></td><td><ul style="list-style-type: none"><li>NDRP on Earthquake and Tsunami</li><li>OCD Operations Manual</li></ul></td></tr><tr><td>Output 3</td><td>-</td><td><ul style="list-style-type: none"><li>National DRRM Education and Training Plan</li><li>4 priority training modules for DRRM TIs</li><li>OCD Career Education and Training Program</li></ul></td></tr><tr><td>Output 4</td><td>-</td><td><ul style="list-style-type: none"><li>Concept Paper of CBDRRM National Policy</li><li>Basic Instructor's Guide</li><li>Action Plan for CBDRRM activities</li></ul></td></tr></table>Note ) 4 priority modules and Action Plan</li></ul>		Already Authorized	Yet to be Authorized	Output 1	<ul style="list-style-type: none"><li>Regional DRRM Plan of Region-II</li><li>Isabela Provincial DRRM Plan</li><li>Iligan City DRRM Plan</li><li>Alcala Municipal DRRM Plan</li><li>Regional DPPM Plans of other 15 regions</li></ul>	<ul style="list-style-type: none"><li>Cagayan Provincial DRRM Plan</li><li>Checklist and Assessment Form (M&amp;E tool)</li></ul>	Output 2	<ul style="list-style-type: none"><li>NDRP on Hydro-meteorological Disaster</li></ul>	<ul style="list-style-type: none"><li>NDRP on Earthquake and Tsunami</li><li>OCD Operations Manual</li></ul>	Output 3	-	<ul style="list-style-type: none"><li>National DRRM Education and Training Plan</li><li>4 priority training modules for DRRM TIs</li><li>OCD Career Education and Training Program</li></ul>	Output 4	-	<ul style="list-style-type: none"><li>Concept Paper of CBDRRM National Policy</li><li>Basic Instructor's Guide</li><li>Action Plan for CBDRRM activities</li></ul>	Partially Achieved
		Already Authorized	Yet to be Authorized															
Output 1	<ul style="list-style-type: none"><li>Regional DRRM Plan of Region-II</li><li>Isabela Provincial DRRM Plan</li><li>Iligan City DRRM Plan</li><li>Alcala Municipal DRRM Plan</li><li>Regional DPPM Plans of other 15 regions</li></ul>	<ul style="list-style-type: none"><li>Cagayan Provincial DRRM Plan</li><li>Checklist and Assessment Form (M&amp;E tool)</li></ul>																
Output 2	<ul style="list-style-type: none"><li>NDRP on Hydro-meteorological Disaster</li></ul>	<ul style="list-style-type: none"><li>NDRP on Earthquake and Tsunami</li><li>OCD Operations Manual</li></ul>																
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Output 4	-	<ul style="list-style-type: none"><li>Concept Paper of CBDRRM National Policy</li><li>Basic Instructor's Guide</li><li>Action Plan for CBDRRM activities</li></ul>																
2) Concepts, systems and programs prepared through the project are ready for operation.	<ul style="list-style-type: none"><li>Concepts, systems and programs prepared through the Project (underlined below) and their current operational status.<table><tr><th></th><th>Ready for Operation</th><th>Yet to be made ready</th></tr><tr><td>Output 1</td><td>-</td><td><ul style="list-style-type: none"><li>Checklist and Assessment Form (M&amp;E tool)</li><li>OCD Operations Manual</li></ul></td></tr><tr><td>Output 2</td><td><ul style="list-style-type: none"><li>IMS (Information Management System)</li><li>New cluster groupings (in NDRP)</li></ul></td><td><ul style="list-style-type: none"><li>OCD Career Education and Training Program</li></ul></td></tr><tr><td>Output 3</td><td><ul style="list-style-type: none"><li>4 priority training modules for DRRM TIs</li></ul></td><td><ul style="list-style-type: none"><li>Concept Paper of CBDRRM National Policy</li></ul></td></tr><tr><td>Output 4</td><td>-</td><td></td></tr></table>Note ) 4 priority modules and Action Plan</li></ul>		Ready for Operation	Yet to be made ready	Output 1	-	<ul style="list-style-type: none"><li>Checklist and Assessment Form (M&amp;E tool)</li><li>OCD Operations Manual</li></ul>	Output 2	<ul style="list-style-type: none"><li>IMS (Information Management System)</li><li>New cluster groupings (in NDRP)</li></ul>	<ul style="list-style-type: none"><li>OCD Career Education and Training Program</li></ul>	Output 3	<ul style="list-style-type: none"><li>4 priority training modules for DRRM TIs</li></ul>	<ul style="list-style-type: none"><li>Concept Paper of CBDRRM National Policy</li></ul>	Output 4	-		Partially Achieved	
	Ready for Operation	Yet to be made ready																
Output 1	-	<ul style="list-style-type: none"><li>Checklist and Assessment Form (M&amp;E tool)</li><li>OCD Operations Manual</li></ul>																
Output 2	<ul style="list-style-type: none"><li>IMS (Information Management System)</li><li>New cluster groupings (in NDRP)</li></ul>	<ul style="list-style-type: none"><li>OCD Career Education and Training Program</li></ul>																
Output 3	<ul style="list-style-type: none"><li>4 priority training modules for DRRM TIs</li></ul>	<ul style="list-style-type: none"><li>Concept Paper of CBDRRM National Policy</li></ul>																
Output 4	-																	
<b>Outputs:</b> 1. Planning and	1-1. Suggestions for Sunset Review of RA 10121	(Background) <ul style="list-style-type: none"><li>RA10121 (<i>Philippine Disaster Risk Reduction and Management Act</i>) requires the formulation of NDRRMP and that of</li></ul>	Hardly Achieved															

implementing capacity of OCD on DRRM is strengthened.	and improvement of NDRRMP on LGU's DRRM activities based on project experiences are prepared.	<p>LDRRMPs by LGUs. RA10121 was approved on 27 May 2010.</p> <ul style="list-style-type: none"> <li>The RA was translated into the <u>National DRRM Plan 2011-2028 (NDRRMP)</u>, which was approved by NDRRMC in Feb 2012 prior to the Project. NDRRMP provides a framework for the four thematic pillars:               <ol style="list-style-type: none"> <li>1) Prevention and Mitigation - DOST</li> <li>2) Disaster Preparedness - DILG</li> <li>3) Disaster Response - DSWD</li> <li>4) Rehabilitation and Recovery - NEDA</li> </ol> </li> </ul> <p>(Achievement)</p> <ul style="list-style-type: none"> <li>So far, there is no development on the suggestion on Sunset review of RA 10121. M&amp;E plan of NDRRMP also would be a part of the suggestions for the Sunset Review of RA 10121.</li> </ul> <p>(Remaining Activities)</p> <ol style="list-style-type: none"> <li>1) Develop a monitoring tool.</li> <li>2) Conduct a knowledge sharing workshop inviting OCD regional directors and consolidate their comments.</li> <li>3) Formulate some recommendations/suggestions for the Sunset Review incorporating project activities and experiences.</li> </ol> <p>(OCD activities)</p> <ul style="list-style-type: none"> <li>OCD is expected to propose the implementation plan of the sunset review of RA 10121 to NDRRMC, and a TWG created under NDRRMC is to lead the sunset review, submit review report and propose revision of the NDRRMP.</li> <li>IRR Review workshop was conducted on 26-27 August 2014.</li> </ul>	(Suggestions have yet to be developed)												
1-2. RDRRMPs at all Regions (17 Regions) are formulated and approved.		<p>4)</p> <p>(Achievement)</p> <ul style="list-style-type: none"> <li>The <u>Regional DRRM Plan (RDRRMP) of Region-II (Cagayan Valley)</u> was approved by RDRRMC on 23 Aug 2013.</li> <li>Member organizations of RDRRMC recognized the improvement due to the RDRRMP when the typhoons hit the Region-II in August (Typhoon Odette) and in October (Typhoon Vintan) in 2013, such as understanding of respective roles and responsibilities, SOPs, and reduced time of communication.</li> </ul> <p>(Relevant achievements)</p> <ul style="list-style-type: none"> <li>Formulation and approval of RDRRMP at all 17 regions were completed as of September 2014, except for 1 region, NCR (National Capital Region).</li> <li>Only region II was assisted by the Project for the formulation of PDRRMP. In the 1<sup>st</sup> year, the Project actually conducted some workshops for RDRRMPs. OCD, however, declared faster formulation of PDRRMPs after the approval of NDRRMP in 2012, and the Project tried confirming the alignment of Regional /Local DRRMPs with NDRRMP.</li> </ul>	<p>Almost Achieved</p> <p>(All RDRRMPs were approved except for the one for NCR.)</p>												
1-3. LDRRMPs for pilot LGUs in Region II are formulated and approved.		<p>(Achievement)</p> <ul style="list-style-type: none"> <li>The Standardized LDRRMP Template "<i>Local Disaster Risk Reduction &amp; Management Plan Formulation Training Manual 2013</i>" prepared in a project by NDRRMC, OCD, UNDP, and CIDA, was presented to the LGUs as a guide during the national/regional summits in July through September 2013 organized by each of 17 OCD regional offices.</li> <li>OCD region 2 held its regional summit in two batches: 1) 2-3 September 2013 and 2) 4-5 September 2013, with 250 participants each to introduce the DRRM plan template, institutionalization of DRRM offices, DRRM tools such as NOAH, EWS, Info board, etc.</li> <li>OCD region 2 shared the experience at the knowledge sharing workshop with directors of OCD regional offices, conducted in September 2013 on the occasion of regular OCD Senior Leaders' Conference.</li> <li>Status of LDRRMPs of pilot LGUs as of September 2014.</li> </ul> <table border="1" data-bbox="772 1268 1736 1412"> <thead> <tr> <th>Pilot LGUs in Region II</th><th>Local DRRM Plan</th><th>Approval by Local DRRM Council</th><th>Adoption by Sangguniang for PPA in AIP</th></tr> </thead> <tbody> <tr> <td>Province of Cagayan</td><td>Draft PDRRMP (2014-2019)</td><td>finalized and endorsed on 30 September 2014 for approval of PDRRMC and Sangguniang Panlalawigan</td><td></td></tr> <tr> <td>Municipality of Alcala (Province of Cagayan)</td><td>MDRRMP (2014-2019)</td><td>Approved</td><td>Adopted (15 September 2014)</td></tr> </tbody> </table>	Pilot LGUs in Region II	Local DRRM Plan	Approval by Local DRRM Council	Adoption by Sangguniang for PPA in AIP	Province of Cagayan	Draft PDRRMP (2014-2019)	finalized and endorsed on 30 September 2014 for approval of PDRRMC and Sangguniang Panlalawigan		Municipality of Alcala (Province of Cagayan)	MDRRMP (2014-2019)	Approved	Adopted (15 September 2014)	<p>Almost Achieved</p> <p>(The draft of all four LDRRMPs were finalized, and two of them were already approved by local DRRM Council.)</p>
Pilot LGUs in Region II	Local DRRM Plan	Approval by Local DRRM Council	Adoption by Sangguniang for PPA in AIP												
Province of Cagayan	Draft PDRRMP (2014-2019)	finalized and endorsed on 30 September 2014 for approval of PDRRMC and Sangguniang Panlalawigan													
Municipality of Alcala (Province of Cagayan)	MDRRMP (2014-2019)	Approved	Adopted (15 September 2014)												

		<table border="1"> <tr> <td>Province of Isabela</td><td>PDRRMP (2014-2019)</td><td>Approved (10 June 2014)</td><td>Adopted (17 September 2014) (on Local DRRM Fund of unexpended balances of 2012 &amp; 2013)</td></tr> <tr> <td>City of Ilagan (Province of Isabela)</td><td>CDRRMP (2015-2020)</td><td>Approved (23 July 2014)</td><td>Not yet</td></tr> </table> <ul style="list-style-type: none"> <li>These draft LDRRMPs, which were developed in 2013 based on a template approved by LDRRMOs, are comprehensive (covering four thematic areas), based on real data and analysis of high-risk areas. These LDRRMPs are strongly supported by member organizations as they participated in the planning process. It is also indicated that LGUs which formulated LDRRMPs tends to invest more in prevention/mitigation.</li> </ul> <p>(Remaining Activities)</p> <ul style="list-style-type: none"> <li>Project's contribution is already completed. LDRRMPs are to be approved by the LDRRM Councils, then to be integrated with local development plans.</li> </ul> <p>(Impact extended)</p> <ul style="list-style-type: none"> <li>There are some non-pilot LGUs where the preparation of LDRRMPs is done or expected: <u>Aparri MDRRMP</u> and <u>Peñablanca MDRRMO</u>, respectively, supported by OCD region II.</li> <li>Aparri Municipal DRRMP(2014-2016) was developed in November 2013 and approved in June 2014. For more information, the Municipal DRRM Fund CY 2013 of Aparri is as follows.</li> </ul> <table border="1"> <thead> <tr> <th>Particulars</th><th>Appropriation</th><th>Obligation</th><th>Balance</th></tr> </thead> <tbody> <tr> <td>Prevention and Mitigation</td><td>250,000</td><td>89,076</td><td>160,924</td></tr> <tr> <td>Preparedness</td><td>250,000</td><td>153,361</td><td>96,639</td></tr> <tr> <td>Response</td><td>1,783,596</td><td>1,301,690</td><td>481,905</td></tr> <tr> <td>Rehabilitation and Recovery</td><td>3,661,724</td><td>2,404,500</td><td>1,257,224</td></tr> <tr> <td>Total</td><td>5,945,320</td><td>3,948,627</td><td>1,996,692</td></tr> </tbody> </table> <p>Utilization of DRRM Fund can be considered as an idea to promote CBDRRM activity in Output 4.</p> <p>(Way forward)</p> <ul style="list-style-type: none"> <li>Project's experiences in formulating LDRRMPs and the process of planning and institutional coordination were shared at a knowledge sharing workshop.</li> <li>The experiences of the pilot LGUs will be extended to other areas with the assistance of OCD regional offices, e.g. sharing knowledge, disseminating skills, and conducting TOT.</li> </ul>	Province of Isabela	PDRRMP (2014-2019)	Approved (10 June 2014)	Adopted (17 September 2014) (on Local DRRM Fund of unexpended balances of 2012 & 2013)	City of Ilagan (Province of Isabela)	CDRRMP (2015-2020)	Approved (23 July 2014)	Not yet	Particulars	Appropriation	Obligation	Balance	Prevention and Mitigation	250,000	89,076	160,924	Preparedness	250,000	153,361	96,639	Response	1,783,596	1,301,690	481,905	Rehabilitation and Recovery	3,661,724	2,404,500	1,257,224	Total	5,945,320	3,948,627	1,996,692	
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	1-4. Monitoring tools/sheet of LDRRMPs and LDRRMOs for LGUs is developed.	<p>(Achievement)</p> <ul style="list-style-type: none"> <li><u>Checklist and Assessment Form</u> was drafted for M&amp;E on formulation/implementation of Local DRRMPs and the establishment of local DRRM Offices (LDRRMOs).</li> <li>As of April 2014, about 60% of all LGUs formulated its LDRRMPs. Some LGUs used the LDRRMP template and others used their own format, hence the necessity of M&amp;E tool was identified.</li> <li>The form was consulted with DRRM officer in Region 2: OCD Region 2 (8 July 2014), Cagayan PDRRMO (9 July 2014), and Isabela PDRRMO (9 July 2014)</li> </ul> <p>(Remaining Activities)</p> <ol style="list-style-type: none"> <li>Collect LDRRMPs from DRRM officers in Region 5, 7, and 10.</li> <li>Conduct pilot testing of the draft Checklist and Assessment Form by evaluating LDRRMPs of Region 2, 3, 5, 7, and 10. Results of the pilot testing need to be consolidated to finalize the Form.</li> <li>Consult DILG officers before finalization</li> <li>Engage NDRRMC Working Group to review the Form for its adoption.</li> </ol>	<p>Partially Achieved</p> <p>(Checklist and Assessment Form is yet to be pilot-tested, consulted, and finalized.)</p>																																
2. DRRM activities, including information management, are standardized.	2-1. NDRPs for Hydro-Meteorological, Earthquake and Tsunami Disasters are	<p>(Achievement)</p> <ul style="list-style-type: none"> <li><u>National Disaster Response Plan on Hydro-Meteorological disaster (including storm surge)</u> was developed, under the response pillar of NDRRMP, in partnership with DSWD and other organizations. Concerned agencies had already utilized policies and protocols in the draft NDRP to respond to seven clusters of hydro-meteorological disaster.</li> </ul>	<p>Partially Achieved</p> <p>(NDRP for Hydro-Meteorological</p>																																

approved.

- During the development of NDRP, it was compared with Japanese relevant plans and policies.
- The NDRP was presented by DSWD to NDRRMC full-council meeting held on 11 June 2014, and approved during the meeting.

No	Date	Activities	Purpose
1	16 May 2014	Meeting with DSWD (OCD and experts)	Finalize the NDRP
2	11 June 2014	NDRRMC	Approve the NDRP, Concur with the execution of SIMEX (Tabletop Exercise Workshop to evaluate the NDRP)
3	30 June 2014	Hand-Over Ceremony of the NDRP at DSWD	Say thank you to JICA representative from DSWD
4	13 Aug 2014	Presentation and Facilitation of NDRRMC-TMG	Support to develop appurtenant documents of the NDRP
5	29 Aug 2014	Support of W/S for IHR Operational Guideline	Support to develop IHR Operational Guidelines

- Workshop on 30 September -1 October 2014 was conducted, where the draft NDRP on Earthquake and Tsunami (, the activity of which started only in July 2014,) was presented to the TMG. About 50 participants are expected.

(Remaining Activities)

- Finalization of NDRP on Earthquake and Tsunami.

Disaster was approved, while NDRP on Earthquake and Tsunami is yet to be developed.)

2-2. OCD Operations Manual for Response is approved.

(Achievement)

- Draft OCD Operations Manual was prepared, which is applicable to the current structure of OCD that depending on the interim OSSP.
- The manual has already been operationalized to some extent, but it is behind schedule due to the delay of final approval of OCD's OSSP.

(Remaining activities)

- DND still needs to finalize the OSSP. In the meantime, the draft operations manual is applicable to the current OCD structure (It was decided by CDA that the interim OSSP prepared in 2013 shall function for the time being).

Partially Achieved

(Draft OCD Operations Manuals are being developed which is applicable to the current structure of OCD while the finalization of OSSP is waited)

2-3. IMS (Databases of Responder, Incident and Historical Disaster) at the Central and Regional Offices is approved.

(Achievement)

- Equipment for IMS were procured (1 server computer, 1 GIS computer, 1 A0 Plotter, 1 GIS software)
- Information Management System (IMS) manages 3 databases (responders, incident data, and historical disaster) with Web-GIS real-time situation mapping.  
URL: 121.127.9.130/ocdim
- The IMS is accessible internally at present, but may be allowing NDRRMC member agencies in future to view the following information in map format.
  - 1) Information on preparedness (e.g. locations of regional centers)
  - 2) Quasi-real time information from responders of DSWD and other agencies.
  - 3) The IMS will also help OCD conduct analysis.
- Operation manual and other documentation were prepared.
  - 1) GIS Activity Manual (version 1) - Public Storm Warning Signal Mapping Manual
  - 2) Admin Manual (version 1) - Administration Manual for Site
- IMS is not expected to be open to the public because at present it's vulnerable to hacking and attacks and its security should be augmented.

(Remaining activities)

- 1) Consolidate review drawn from the remaining 1 drill and 3 trainings.
- 2) Revise and finalize IMS, then facilitate its approval by OCD executives.

Partially Achieved

(IMS needs to be substantiated, improved and approved.)

2-4. 24 ICT staff are trained for IMS. (CO: 7 and

(Achievement)

- Training session on IMS/GIS for staff of OCD CO and ROs.

Partially Achieved



3. DRRM education and training system and capacity is strengthened.	ROs 17)	<table><tr><th>No</th><th>Date</th><th>Purpose</th><th>Trained staff</th></tr><tr><td>1</td><td>17-19 July 2013 5-6 February 2014</td><td>GIS Training</td><td>27 participants</td></tr><tr><td>2</td><td>27 -28 August 2014</td><td>Advanced IMS-GIS training</td><td>6 CO staff (2 from CEIT, 2 from NDRRMS, 2 from Operations Division)</td></tr></table> <ul style="list-style-type: none"><li>So far 6 members from CO were trained (and no members were trained from ROs).</li></ul> <p>(Remaining activities)</p> <ul style="list-style-type: none"><li>The project is planning of conducting 3-day trainings in Manila (for Luzon cluster), Cebu (for Visayas cluster) and in Davao or Cagayan de Oro (for Mindanao cluster) with the participation of minimum 1 person per OCD regional office (expecting total 17 participants and more).</li></ul>	No	Date	Purpose	Trained staff	1	17-19 July 2013 5-6 February 2014	GIS Training	27 participants	2	27 -28 August 2014	Advanced IMS-GIS training	6 CO staff (2 from CEIT, 2 from NDRRMS, 2 from Operations Division)	(More training are planned, in particular for ROs)
	No	Date	Purpose	Trained staff											
1	17-19 July 2013 5-6 February 2014	GIS Training	27 participants												
2	27 -28 August 2014	Advanced IMS-GIS training	6 CO staff (2 from CEIT, 2 from NDRRMS, 2 from Operations Division)												
2-5. Drills for NDRP, Operations Manual and IMS are implemented.	<p>(Achievement)</p> <ul style="list-style-type: none"><li>The ideas for implementation of exercises for NDRP and the Operations Manual with IMS have been discussed since February 2014.</li></ul> <table><tr><th>No</th><th>Date</th><th>Purpose</th><th>Activities</th></tr><tr><td>1</td><td>31 July - 1 Aug 2014</td><td>Evaluation workshop for NDRP Hydro-Met Disaster</td><td>Originally prepared as SIMEX (tabletop exercise Workshop to evaluate the NDRP. OCD and NDRRMC member agencies, however, ended up conducting actual preparedness and response activities for Typhoon Glenda in July 2014.</td></tr></table> <ul style="list-style-type: none"><li>In a series of typhoon (Glenda in July, Louise in August and Mario in September 2014), the NDRP was useful, in particular, the organizational structure for the eight Response clusters under the supervision of DSWD.</li></ul> <p>(Remaining Activities)</p> <ul style="list-style-type: none"><li>The 2<sup>nd</sup> drill, to evaluate NDRP for Earthquake and Tsunami as well as OCD Operations Manual, involving other agencies, is scheduled in November 2014.</li></ul>	No	Date	Purpose	Activities	1	31 July - 1 Aug 2014	Evaluation workshop for NDRP Hydro-Met Disaster	Originally prepared as SIMEX (tabletop exercise Workshop to evaluate the NDRP. OCD and NDRRMC member agencies, however, ended up conducting actual preparedness and response activities for Typhoon Glenda in July 2014.	Partially Achieved  (Another drill is scheduled in November 2014)					
No	Date	Purpose	Activities												
1	31 July - 1 Aug 2014	Evaluation workshop for NDRP Hydro-Met Disaster	Originally prepared as SIMEX (tabletop exercise Workshop to evaluate the NDRP. OCD and NDRRMC member agencies, however, ended up conducting actual preparedness and response activities for Typhoon Glenda in July 2014.												
	3-1. NDRRMETP is finalized and approved by the OCD top management.	<p>(Achievement)</p> <ul style="list-style-type: none"><li>NDRRMC-JICA Technical Working Group on the drafting of National Concept of HRD on DRRM was set up in October 2012 under NDRRMC.</li><li>Draft Design of <u>National DRRM Education and Training Plan</u> was pre-approved in July 2014 (Noted by OIC of Education and Training Division, Recommending Approval by CDEXO, and Approved by CDA)</li><li>National DRRM-ETP is to set the requirements and standards for various DRRM educations and training activities; nearly 1,300 educations and training activities are conducted annually.</li></ul> <p>(Remaining activities)</p> <ol style="list-style-type: none"><li>Conduct a workshop of NDRRMC-JICA Technical Working Group in October or November 2014.</li><li>Consolidate resources.</li><li>Finalize the NDRRM-ETP (also consulting with NDRRMC Working Committee on the establishment of DRRM Training Institutes)</li><li>Facilitate the approval.</li></ol> <ul style="list-style-type: none"><li>It is important to prepare a work plan to secure the delivery of Output 3 (as activities are usually slow in Nov. Dec. Jan.).</li><li>Fund for conduct training for 2015 has been already secured.</li><li>Accreditation of other training institutes by OCD for conducting DRRM-ETP can be considered to promote the implementation of National DRRM-ETP</li><li>Leadership is very important to sustain/disseminate this initiative.</li><li>Training need assessment would fill the gap between the National DRRM TE Plan and conventional DRRM TEP.</li></ul>	Partially Achieved  (NDRRMETP needs to be substantiated, finalized and approved.)												
	3-2. Priority training modules for DRRM TIs are finalized and	<p>(Achievement)</p> <ul style="list-style-type: none"><li>Initially, DRRM 101 "Local DRRM: Leadership, sourcing, and management of resources" consisting of 10 modules was developed.</li></ul>	Almost Achieved  (Four training modules												



approved by OCD.

- Priority training modules for DRRM Training Institutes were prepared to be incorporated into the National DRRM-ETP for the following 4 priority groups.

Module	Groups	Pilot training activity based on the module	Participants
1	Local Chief Executive	12-13 February 2014	
2	Public Sector employee, NGAs	24-26 September 2014	
3	Private Sector	28-29 August 2014	20 participants
4	Community program	→ See component 4 (Pilot TOT trainings)	

(Remaining Activities)

- 1) Consolidate resources.
- 2) Finalize the modules.
- 3) Integrate the modules to the NDRRMETP.

(Situations about TIs)

- Establishment with physical buildings of three Training Institutes has been considered at Luzon (Manila), Visayas (Cebu) and Mindanao (Davao). In the meantime, the plan is being carried out by the Education and Training Division.
- The delay of finalizing OSSP is affecting the establishment of TIs.

need to be finalized and approved)

3-3. Civil Defense Career Education and Training Program are developed and approved by the OCD top management.

(Achievement)

- The draft design of Civil Defense Education and Training Program on DRRM (CDETP) has been drafted at three levels as follows. The draft design was pre-approved in July 2014 (Noted by OIC of Education and Training Division, Recommending Approval by CDEXO, and Approved by CDA)

No	Level	Pilot training activity	Participants
1	Basic	27 February -1 March 2013 14 - 15 August 2013	27-35 participants
2	Advanced	22-25 July 2014 on contingency planning referring to "Contingency Planning for Emergency-a manual for local government Unit" developed by UNHCR and NDCC-OCD in 2007	20 participants from OCD CO and ROs
3	Executive	Pilot training was conducted by OCD	

- The first write-shop (consultation workshop) of CDETP was held on 22 October 2013. The second write-shop was conducted on 10-12 September 2014 with the establishment of the CDETP Working Committee to finalize the program.

(Remaining Activities)

- Conduct pilot test and finalize the training needs assessment.
- Facilitate the approval of CDETP.

Almost Achieved

(CDETP need to be finalized and approved.)

4. Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened.

4-1. CBDRRM National Policy (Concept Paper), Basic Instructor's Guide and Training Course are presented to NDRRM TMG-Preparedness for finalization and are approved by the Chairperson of NDRRM.

(Achievement)

- 3) The draft Concept Paper of CBDRRM National Policy (including clarification of role/responsibility of stakeholders) was prepared by the Project and introduced a small TMG selected for CBDRRM. There had been no national policy on CBDRRM before, and the Project has been providing the national standard for CBDRRM.
- 4) Basic Instructor's Guide (BIG) for CBDRRM training course was drafted in English and Filipino in 2013.
- 5) To evaluate the Concept Paper, BIG and training course, pilot testing of TOT training on CBDRRM were conducted in 2014 in Bataan Province (Balanga City and Morong Municipality) after a series of internal meetings.

No	Date	Participants
TOT 1	7-11 July 2014	• 26 officers from OCD (HQ and Region III office), NDRRM member organizations (DOST, DILG, NEDA, DSWD), NAMRIA, DENR, DOH and World Vision
TOT 2	11-15 August 2014	• Trainers were officers from OCD (central and region III), NEDA, PAGASA, World Vision and CDP, who had attended TOT 1 • Trainees were 46 people from Bataan PDRRMO, Balanga CDRRMO, and Morong MDRRMO
TOT 3	8-12 September 2014	• Barangay training

Almost Achieved

(Concept Paper need to be finalized and approved)

41  
B7-202

10

		Community Activity	2-6 October 2014		
		(Remaining Activities) 1) The draft Concept Paper is scheduled to be presented to a TMG for preparedness on 7 October 2014. Before the presentation, DILG's inputs are being waited. 2) Facilitate the approval of the Concept Paper with Action Plan, then present it as a national policy in the form of Memorandum of Circular			
	4-2. Action plan to implement and monitor/evaluate CBDRM activities are prepared for/by the national and regional levels.	(Achievement) • The preparation of CBDRRM guiding policy (national level concept paper for CBDRRM) was prioritized over the preparation of <u>action plan</u> . • A recommended Action Plan with proposed budget is prepared as a part of the Concept Paper. (Remaining activities) 1) Finalize the Concept Paper (DILG can provide harmonization meetings. DILG and NDRRMC can recommend which CBDRM activities should be done under the budget) 2) Facilitate its approval (it should be supported by the directorate of LGUs) (Way forward) • CBDRM is to be extended to other LGUs once the Concept Paper is approved.			
		Partially Achieved  (Action Plan is a part of the Concept Paper under finalization)			



42

B7-203




Appendix 11: Evaluation Grid in accordance with the 5 Criteria

Evaluation Criteria		Evaluation Question	Information to be Collected (Basis of Assessment)	22 September 2014 Data Source and means
1. Relevance	1.1 Any new developments of policies/strategies associated with DRRM.	<ul style="list-style-type: none"> <li>Any progress or plan of revising the <u>Medium Term Philippine Development Plan (MTPDP 2011-2016)</u>, which identifies the strengthening of national/local government capacities (e.g., LDRRMCs and LDRRMOs) as one of its environmental sector's goals.</li> <li>the <u>National Disaster Risk Reduction Management Framework (NDRRME)</u>, which focuses on multi-hazard approach.</li> <li>Any change/development of cooperation from UN and AusAID, which is supplementary to the Project.</li> </ul>	OCD interview	
	1.2 Alignment of the Project with the needs and expectation of the implementing organization.	<ul style="list-style-type: none"> <li>Any change in the mission/function of OCD or Department of National Defense</li> <li>Reference of project activities in any <u>strategic documents or brochures of OCD</u></li> <li>There were some changes in PDM in Aug 2012 in response to the needs of OCD                             <ol style="list-style-type: none"> <li>NDRRMP was developed by the initiative of OCD before the project started. The project therefore prioritized the development of RDRRMPs and LDRRMPs.</li> <li>OCD reorganized its structure, and planned to establish the <u>Training Institute</u> based on its Education and Training Division.</li> <li>The project decided to focus on setting policy and guidelines before the implementation of CBDRRM.</li> </ol> </li> <li>OCD's role in DRRM legal system (including RA10121, NDRRMP, LDRRMP, NDRP, PDRA)</li> </ul>	OCD interview Progress Report Expert interview	
	1.3 Appropriateness of the selection of pilot areas	<ul style="list-style-type: none"> <li>Any social changes or natural disasters in the selected pilot areas: Region II, four pilot LGUs, and communities in Bataan for CBDRRM.</li> </ul>	OCD interview Expert interview	
	1.4 Changes of structure of the implementing organization that may affect the project implementation.	<ul style="list-style-type: none"> <li>Any major change of implementation arrangement (e.g. change of Project Director or Project Manager)</li> <li>In March 2013, OCD Central Office was reorganized into <u>eight divisions</u> and NDRRM Service was newly established. 4 outputs of the project are undertaken by the following divisions.                             <ol style="list-style-type: none"> <li>Planning: Plans and Programs Division</li> <li>Operations: Operations Division, Communication, Electronics and Information Systems Division</li> <li>HRD: Education and Training Division, Human Resource Management and Development Division</li> <li>CBDRRM: Plans and Programs Division, NDRRM Service.</li> </ol> </li> </ul>	Progress Report OCD interview Expert interview	
	1.5 Priority areas of the Government of Japan for the development cooperation with the Philippines.	<ul style="list-style-type: none"> <li>Any update on the <u>Japan's development cooperation policy to the Philippines (Apr 2012)</u></li> </ul>	JICA and website	
2. Effectiveness (including the progress of project activities)	2.1 Progress of Output 1 – Planning and implementing capacity of OCD on DRRM is strengthened.	<ul style="list-style-type: none"> <li>The level of achievement and activity progress is summarized in the Result Grid.</li> <li>Current status of the establishment of the Offices of DRRM (DRRMOs)</li> </ul>	Progress reports OCD interview Expert interview Pilot LGUs hearing	
	2.2 Progress of Output 2 – DRRM activities, including information management, are standardized.	<ul style="list-style-type: none"> <li>The level of achievement and activity progress is summarized in the Result Grid.</li> <li>OCD's role to the development of NDRPs which was supposed to be led by DSWD.</li> <li>In what way NDRP on earthquake and Tsunami are being prepared?</li> <li>Disaster response to: 1) earthquake Bohol (15 Oct 2013) 2) typhoon Yolanda (8 Nov 2013) 3) typhoon Glenda (17 Jul 2014)</li> <li>Progress of Contingency Plan (simultaneously proceeding with NDRP)</li> </ul>	Progress reports OCD interview Expert interview	
	2.3 Progress of Output 3 – DRRM education and training system and capacity is strengthened.	<ul style="list-style-type: none"> <li>The level of achievement and activity progress is summarized in the Result Grid.</li> <li>OCD's role to set DRRM-related standards through the preparation of the national concept and framework of DRRM training (NDRRM-ETP), which is to be conducted by various organizations.</li> <li>Delay of establishing TI.</li> </ul>	Progress reports OCD interview Expert interview	
	2.4 Progress of Output 4 – Support system to	<ul style="list-style-type: none"> <li>The level of achievement and activity progress is summarized in the Result Grid.</li> </ul>	Progress reports	

*[Handwritten signature]*

	Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened.	<ul style="list-style-type: none"> <li>Progress of Action Plan, which will be conducted after the terminal evaluation</li> </ul>	OCD interview Expert interview
	2.4 Prospect of the Project Purpose (Capacity on DRRM of OCD is strengthened) to be achieved by the end of project period.	<ul style="list-style-type: none"> <li>The level of achievement at the Project Purpose level is summarized in the Result Grid.</li> <li>Case of improved response due to results of the Project at the Typhoon Yolanda on 8 Nov 2013.</li> <li>Cases of capacity development of OCD CO/ROs on planning, implementation, M&amp;E, and coordination (Any plan of the capacity assessment at the end of the Project)</li> </ul>	Progress reports OCD interview Expert interview NEDA, DILG, DSWD, PAGASA/PHIVOLCS hearing
	2.5 Follow-up actions to the recommendation of the mid-term Review.	<ol style="list-style-type: none"> <li>Project Management               <ol style="list-style-type: none"> <li>The alignment of project's implementation structure with the OCD's organizational structure, and continuous assignment of C/Ps</li> <li>Cross sectional monthly counterpart meetings participated by all counterparts involved in project's four components.</li> <li><u>Capacity assessment at the end of the project.</u></li> </ol> </li> <li>Planning               <ol style="list-style-type: none"> <li>OCD's support to LGUs to upgrade LDRRMPs utilizing the experiences of pilot LGUs in Region II. <u>The Promotion and dissemination of good practices learned in Region II to other regions.</u></li> <li>Clarification of the scope of the Sunset review of RA 10121, and that of M&amp;E of the NDRRMP, RDRRMPs and LDRRMPs.</li> </ol> </li> <li>Operations               <ol style="list-style-type: none"> <li>Preparation of NDRP on earthquake and tsunami in addition to hydro-meteorological disasters.</li> <li>Efforts of OCD to ensure the approval of NDRP (on hydro Meteorological disaster) by NDRRMC.</li> </ol> </li> <li>Training               <ol style="list-style-type: none"> <li>OCD is to set a timetable of the <u>operationalization plan of TI</u> and its strategy on how to standardize training and education programs</li> <li>OCD is to seek cooperation with other training provider and government agencies.</li> </ol> </li> <li>CBDRRM               <ol style="list-style-type: none"> <li>Clarification of the role/responsibility of stakeholders in the Concept Paper for CBDRRM.</li> <li>Institutionalization of measures on how to use risk information available to C/M LGUs to implement CBDRRM activities.</li> <li>Collaboration with relevant agencies to ensure the sustainability of CBDRRM.</li> </ol> </li> </ol>	Progress reports OCD interview Expert interview
3. Efficiency (including the implementation process)	3.1 Clarity and understanding of the overall plan of the Project (PDM) among people concerned	<ul style="list-style-type: none"> <li>Recognition of the latest PDM (revised on 7 Feb 2014) among those involved in the Project (R/D was signed on 28 Oct 2011.)</li> <li>Any discrepancy on views of the level of achievement between the experts and the counterparts</li> <li>Significant differences between plan of operation and actual implementation</li> </ul>	Progress reports OCD interview Expert interview
	3.2 Dispatch of Japanese experts	<ul style="list-style-type: none"> <li>Appropriateness of assignment schedule, area of expertise, number of experts, duration and timing</li> </ul>	Progress reports OCD interview Expert interview
	3.3 Provision of equipment	<ul style="list-style-type: none"> <li>Usage of provided equipment, if any</li> </ul>	Progress reports OCD interview Expert interview
	3.4 Counterpart Training	<ul style="list-style-type: none"> <li>Effectiveness of Subject/curriculum, duration/timing, and selection of trainees</li> </ul>	Progress report OCD interview
	3.5 Services of the counterpart personnel (number of staff, role and responsibility, time and effort)	<ul style="list-style-type: none"> <li>Frequent change of C/P was pointed out to have undermined the efficiency of project implementation. Are there any recent changes of C/P and the continuation of works are ensured?</li> <li>1) Project Director: Undersecretary Alexander Pama (NDRRMC Executive Director, OCD Administrator)</li> <li>2) Project Manager: CDXO (Civil Defense Executive Officer) Honorato Delos Reyes (chair of JICA committee)</li> <li>Sense of ownership (engagement of C/P in the Project on their own initiative)</li> <li>Alignment of project activities and their daily duties</li> </ul>	OCD interview
	3.6 Share of operational costs (including Counter-budget for the project implementation)	<ul style="list-style-type: none"> <li>Counterpart-fund of OCD for the Project</li> </ul>	Progress reports OCD interview



	3.7 Communication (periodical and daily) for project coordination between implementing organizations and the Japanese experts	<ul style="list-style-type: none"> <li>Process such as the signing of M/M of JCC held 6 times.</li> <li>1<sup>st</sup> JCC (18 Apr 2012) for official commencement with OCD, PHIVOLCS, PAGASA, DILG, DSWD, NEDA, LPP, LMP, ULAP (and DPWH, PIA were recommended as JCC members)</li> <li>2<sup>nd</sup> JCC (3 Aug 2012) on PDM ver2 with OCD, PHIVOLCS, PAGASA, DILG, DSWD, NEDA, LPP</li> <li>3<sup>rd</sup> JCC (14 Nov 2012) for monitoring the progress and on IMS development with OCD, DILG, NEDA, LPP, LMP, ULAP</li> <li>4<sup>th</sup> JCC (22 Feb 2013) on achievement of the 1<sup>st</sup> year with OCD, NEDA, PHIVOLCS, DSWD, LPP, DPWH</li> <li>5<sup>th</sup> JCC (18 Oct 2013) for Mid-term review with OCD, PAGASA, LMP, ULAP, GHQ&amp;HEC, NEDA, PHIVOLCS, LGA(DILG)</li> <li>6<sup>th</sup> JCC (7 Feb 2014) on PDM ver3 with PAGASA, ULAP, LMP, OCD, NEDA, LPP</li> <li>7<sup>th</sup> JCC (20 Aug 2014)</li> <li>Effectiveness of counterpart meetings, which were held 13 times from Mar2012 to Sep 2013. (Recommendation was made that cross sectional monthly counterpart meetings participated by all counterparts involved in project's four components)</li> <li>Communication when experts don't stay in Philippines</li> </ul>	Progress reports Expert interview OCD interview
	3.8 Communication (periodical and daily) for project coordination among Filipino organizations.	<ul style="list-style-type: none"> <li>Invitation letter and report of the meetings</li> <li>JCC member (OCD, NEDA, DILG, DSWD, DOST(PAGASA, PHIVOLCS) based on the R/D</li> <li>Frequency of the information shared</li> </ul>	OCD interview NEDA, DILG, DSWD, PAGASA/PHIVOLCS hearing
	3.9 Methods and contents of technology transfer	<ul style="list-style-type: none"> <li>Opportunities of on-the-job training and learning through processes on actual disaster sites</li> </ul>	OCD interview
	3.10 Promoting/hindering factors that may have affected the Project implementation	<ul style="list-style-type: none"> <li>Any particular recognition of the effectiveness of implementation arrangement (<u>Basic Approach</u>)? (Promoting factor at the Mid-term review)</li> <li>Good initiative of OCD to expedite project progress by developing the NDRRMP before the commencement of the Project, and by holding regional summits (in June-September 2013 organized by each OCD regional office for Provincial DRRM Officers), as well as at the regular regional directors' meetings.</li> <li>(Hindering factor at the Mid-term review)</li> <li>Due to fast-changing situations around DRRM sectors, it is sometimes difficult to keep up with such changes adequately.</li> <li>There were replacements of key participating members on Filipino and Japanese sides. The Project therefore needed to spend time on clarifying the scope of work and readjust the work plan, which reduced project's efficiency.</li> </ul>	OCD interview Expert interview Pilot LGUs hearing NEDA, DILG, DSWD, PAGASA/PHIVOLCS hearing
4. Impact	4.1 Prospect of the Overall Goal (DRRM activities conducted by organizations of the GOP are improved) to be achieved 3-5 years after the project end.	<ul style="list-style-type: none"> <li>Are way forwards discussed for project's experiences (e.g. formulating the RDRRMP and LDRRMPs and the process of planning and institutional coordination) to be extended to other areas (e.g. through Regional Directors meetings of OCD)?</li> <li>There are some non-pilot LGUs where the preparation of LDRRMPs is done or expected: <u>Aparri MDRRMP</u> and <u>Peñablanca MDRRMO</u>. How is OCD supporting these activities?</li> <li>Isn't the Overall Goal far-reaching to attain in 3-5 years considering the current level of achievement?</li> <li>JICA's actual practice in projects in line with keywords in discussion towards Post HFA?</li> </ul>	Progress reports OCD interview Expert interview NEDA, DILG, DSWD, PAGASA/PHIVOLCS hearing
	4.2 Ongoing/possible collaborations, if any, with multi/bi-lateral development agencies.	<ul style="list-style-type: none"> <li>UN agencies, bilateral donors, or NGO working with OCD or in the area of disaster risk management.</li> </ul>	OCD interview Expert interview AusAID
	4.3 Any positive/negative impact brought about by the Project	<ul style="list-style-type: none"> <li>Impacts from project activities observed at the Mid-term review</li> <li>1) Development of LDRRMPs in LGUs other than the Region II, which would lead to nationwide improvement of local DRRM plans.</li> <li>2) Organizations that participated in the development of NDRP on hydro-meteorological disaster have started to incorporate the NDRP into their respective plans. This would lead to the integration of DRRM operations in other organizations. IMS is also expected to cause direct impact on DRRM operations with quasi-real time, geographical information on disasters.</li> <li>3) Currently, nearly 1,300 training activities on DRRM are conducted annually in the Philippines, and these activities would be greatly improved once the requirements and standards for DRRM training and education</li> </ul>	OCD interview Expert interview NEDA, DILG, DSWD, PAGASA/PHIVOLCS hearing LGUs hearing AusAID

for



		programs are set and accredited. 4) Communication among NDRRMC member organizations has been improved through their involvement in planning activities and more balanced investment DRRM planning by LDRRMOs.	
5. Sustainability	5.1 Prospect from policy/institutional viewpoint	<ul style="list-style-type: none"> <li>Any expected changes in the policy direction of DRRM?</li> <li>Any reference in strategic documents or comments/remarks at seminars/conferences indicating the commitment of the Filipino government to sustain project activities?</li> </ul>	OCD interview Expert interview
	5.2 Prospect from technical viewpoint	<ul style="list-style-type: none"> <li>Documents prepared in the Project effectively in use?</li> <li>Is the management of these documents clear (Responsible section, protection of original file, budget to duplicate hard copies, agreement of work allocation in case of revision, etc.)?</li> <li>Are there continuous training opportunities to refresh and update skills/knowledge available?</li> </ul>	OCD interview Expert interview
	5.3 Prospect from Human Resource viewpoint	<ul style="list-style-type: none"> <li>Is continued assignment of responsible OCD staff on activities likely after the project termination?</li> <li>Any change of staff number of OCD for continuation and development of the Project activities, in particular recruitment of technical staff?</li> </ul>	OCD interview Expert interview
	5.4 Prospect from financial viewpoint	<ul style="list-style-type: none"> <li>Any change of budget of OCD for continuation and development of the Project activities, in particular after the mid-term review?</li> <li>Any possibility of external financing from donor agencies or private sector?</li> </ul>	OCD interview Expert interview