

**OFFICE OF CIVIL DEFENSE (OCD)
REPUBLIC OF THE PHILIPPINES**

**THE DISASTER RISK REDUCTION
AND MANAGEMENT CAPACITY
ENHANCEMENT PROJECT**

**FINAL REPORT
ANNEX**

MARCH 2015

JAPAN INTERNATIONAL COOPERATION AGENCY

**ORIENTAL CONSULTANTS GLOBAL CO., LTD.
CTI ENGINEERING INTERNATIONAL CO., LTD.
IRM LTD.**

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A1 Results of the Pilot Test for LDRRMP Review



Component 1: Results of the pilot test

I. Background and Objective

To promote the formulation of “comprehensive” local DRRM plans, the memorandum series of 169 was issued by the Office of Civil Defense in March 2013. This memorandum required the Local Chief Executives to submit LDRRM Plans in October 2013 in accordance to the LDRRM template agreed during the NDRRM summit.

However, during the Knowledge Sharing in September 2013 spearheaded by JICA DRRM-CEP and OCD that not all LGUs have complied with the template. Majority of the LGUs have only submitted annual LDRRM plan as a requirement for the release of their respective LDRRM Fund for the year.

Therefore, the JICA DRRM-CEP seeks to develop a review tool to guide OCD and other stakeholders in reviewing the LDRRMPs of the LGUs.

The review tool is composed of a checklist to check systematically the “presence and absence” of the required parts of the LDRRMP and a review form to review in detail the “quality” of the contents.

A draft of the tools was prepared in June-July based on the following references:

- Gawad Kalasag
- RA 10121
- NDRRMP (2011-2028)
- Local DRRM Plan Formulation Manual (Resilience Project)

A pilot test was conducted to evaluate the validity of the tool (draft) and to understand the gaps and challenges LGUs have to face in order to formulate a comprehensive LDRRMP in compliance with the template.

II. Methodology

A. Pilot Area selection

The pilot test of the tool (draft) was conducted in the two provinces supported by the Planning Component during their PDRRMPs formulation, the provinces of Cagayan and Isabela in Region2; and the provincial counterpart of the CBDRRM Component, the Province of Bataan, in Region3.

B. LDRRMP collection

With the cooperation of OCD-R2, OCD-R3, DILG-R2, DILG-R3, PDRRMO of Cagayan, Isabela and Bataan, the following plans were collected.



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Table 1 Plans collected in the province of Cagayan (Region 2)

	LGU name	Type	Class	Period of the plan	(years)	Remarks
C1	Allacapan	Mun	3 rd	From Jan. 2013 ~ To Dec. 2013	(1)	Matrix form(allocation of the LDRRMF)
C2	Baggao	Mun	1 st	From 2014 - 2016	(3)	Matrix Form(PPAs are indicated with timeframe, budget and responsible agencies)
C3	Gonzaga	Mun	1 st	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix Form(PPAs are indicated with timeframe, budget and responsible agencies)
C4	Lal-lo	Mun	1 st	From 2013 – 2015	(3)	MDRRM-CCA plan in matrix form (PPAs are indicated with timeframe, budget and responsible agencies)
C5	Penablanca	Mun	1 st	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix Form(PPAs are indicated with timeframe, budget and responsible agencies)
C6	Rizal	Mun	5 th	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix Form(Allocation of the LDRRMF proposal)
C7	Sanchez Mira	Mun	3 rd	From Jan. 2013 ~ To Dec. 2016	(4)	Comprehensive Plan
C8	Santo Nino	Mun	2 nd	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)
C9	Solana	Mun	1 st	From Jan. 2013 ~ To Dec. 2013	(1)	Draft of the Plan(Vision, target, PPAs are identified)
C10	Sta. Ana	Mun	2 nd	From Jan. 2012 ~ To Dec. 2012	(1)	Comprehensive Plan formulated before the release of the LDRRMF template
C11	Sta. Praxedes	Mun	5 th	From Jan. 2014 ~ To Dec. 2018	(5)	Matrix Form(PPAs are indicated with timeframe, budget and responsible agencies)

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Table 2 Plans collected in the province of Isabela (Region 2)

	LGU name	Type	Class	Period of the plan	(years)	Remarks
I1	Cauayan	City	3 rd	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)
I2	Angadanan	Mun.	3 rd	?	?	Before the release of the LDRRMP template?
I3	Aurora	Mun.	3 rd	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF) Contingency Plan?
I4	Burgos	Mun.	4 th	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)
I5	Dinapigue	Mun.	1 st	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)
I6	Maconacon	Mun.	3 rd	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)
I7	Mallig	Mun.	4 th	From 2012 – 2016	(5)	Before the release of the LDRRMP template
I8	Quezon	Mun.	4 th	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)
I9	Quirino	Mun.	4 th	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)
I10	Ramon	Mun.	2 nd	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)
I11	Reina Mercedes	Mun.	4 th	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)
I12	San Mariano	Mun.	1 st	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)
I13	San Mateo	Mun.	1 st	From Jan. 2014 ~ To Dec. 2014	(1)	Matrix form(allocation of the LDRRMF)

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Table 3 Plans collected in the province of Bataan (Region 3)

	LGU name	Type	Class	Period of the plan	(years)	Remarks
B1	Balanga	City	4th	From 2014– 2019	(6)	Comprehensive Plan
B2	Bagac	Mun.	3rd	From 2011– 2015	(5)	Comprehensive Plan formulated before the release of the LDRRMP template
B3	Dinalupihan	Mun.	1st	From Jan. 2014 ~ To Dec. 2014	(1)	Comprehensive Plan but the PPAs are per sector, not per thematic
B4	Hermosa	Mun.	1st	From Jan. 2014 ~ To Dec. 2014	(1)	LDRRMF Justification?
B5	Morong	Mun.	3rd	From 2013– 2016	(4)	Comprehensive Plan
B6	Orani	Mun.	1st	From 2014– 2019	(5)	Comprehensive Plan following the process proposed in the “Local DRRM Plan Formulation Manual”
B7	Orion	Mun.	2nd	From 2014– 2019	(5)	Matrix attached to the Contingency Plan
B8	Pilar	Mun.	3rd	From Jan. 2014 ~ To Dec. 2014	(1)	LDRRMF Justification?
B9	Samal	Mun.	4th	From 2014– 2016	(3)	Comprehensive Plan

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C. LDRRMP Review

33 C/MDRRMP were collected and evaluated by the Planning Component. The CDRRMP of Ilagan and MDRRMP of Alcala and Appari are not included because they were supported by OCD-R2 and JICA-DRRM CEP during the formulation process

Table 4 Status of the Plans' collection

	Number of the LDRRMPs collected	Remarks
Province of Cagayan	11 out of the 27 C/M (41 %) * Municipalities of Alcala and Appari are not included	Not included LGUs which submitted AIP to the project team.
Province of Isabela	13 out of the 36 C/M (36%) *City of Ilagan is not included	
Province of Bataan	9 out of the 12 C/M (75%)	The provincial office of DILG had collected all the C/MDRRMPs for another purpose (update their database)

III. Results

A. "Format" of the Plan

20 out of the 33 LDRRMPs were a "matrix" quite similar to the LFRRMFIP.

B. Duration of the Plan

As shown in the following figure, 74% of the collected plans were "1-year" or "3-years" short-term plans.



Figure 1 Duration of the collected LDRRMPs



C. Presence of the Contents (Checklist)

47 indicators were identified in the checklist.

The MDRRMP of Sanchez Mira was the only one plan in which more than 50% of the indicators (29 indicators) were checked.

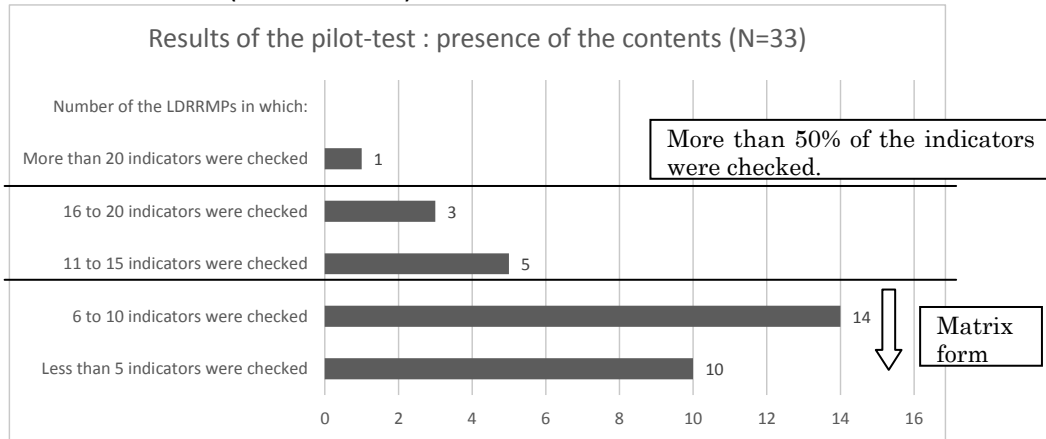


Figure 2 Presence of the contents

In almost all the plans, the PPAs per thematic area were mentioned but there was no mention on the monitoring and evaluation of the implementation of the PPAs.

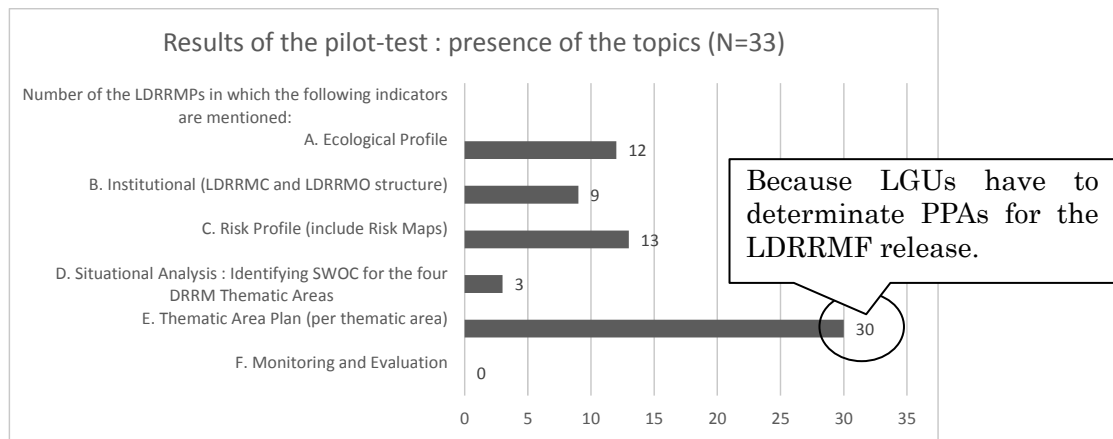


Figure 3 Presence of the contents per topic

D. Comprehensiveness of the plans (Review Form)

Unfortunately, the LDRRMPs were not as comprehensive as expected and because the majority of the plans collected were a matrix, it was difficult to evaluate the “quality” of the plans.

In 22 plans, the CCA strategies were mentioned but these strategies are generally not related to risk assessment.

In 10 plans, the need to mainstream DRRM activities in CLUP and CDP were cited but as general statements.



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Table 5-1 Results of the pilot test (Checklist)

		Number of LDRRMPs mentioning:	% n=33
	Preliminary Pages	-	-
A	Title Page	6	18%
B	Resolution Adopting the LDRRMP	1	3%
C	Message from the LCE	6	18%
D	Existing DRRM-CCA related Policies/guidelines/resolution (description)	1	3%
E	Existing MOUs (DRRM related) - networking, other sources, research, etc.	1	3%
F	Table of Contents	5	15%
G	Acronyms and Abbreviation	3	9%
H	Definition of Terms	3	9%
I	Executive Summary	7	21%
A. Ecological Profile			
		-	-
1	Population and Social Services	12	36%
2	Local Economy	5	15%
3	Infrastructure and Physical base	7	21%
4	Environmental Management and Natural Resources	7	21%
<p>Only summary of Ecological Profile (may refer to the CLUP and CDP for comprehensive data)</p>			
B. Institutional (LDRRMC and LDRRMO structure)			
		9	27%
C. Risk Profile (include Risk Maps)			
		-	-
1	All hazard	13	39%
2	Vulnerability	9	27%
3	Capacity	3	9%
4	Exposure	7	21%
<p>Risk Profile shall come from the conducted Risk Assessment, which is a method to determine the nature and extent of risk by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihood and the environment on which they depend. The local capacities include existing LDRRMC structure, Programs and protocols for disaster operations.</p>			
D. Situational Analysis : Identifying SWOC for the four DRRM Thematic Areas			
		-	-
1	Disaster Prevention and Mitigation	3	9%
2	Disaster Preparedness	3	9%
3	Disaster Response	3	9%
4	Rehabilitation and Recovery	3	9%
<p>Situational Analysis describes the strengths, weakness, opportunities and challenges (SWOC) or advantages and disadvantages in each specific concern. The assessment areas as basis for analysis include specific DRRM activities per Thematic Area such as early warning system, education and training, institutionalization of LDRRMO Office, response equipment and resettlement program. It should also include the cross-cutting concerns which are health, human-induced disasters, gender mainstreaming environmental protection, cultural sensitivity or indigenous practices and the rights based approach.</p>			



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Table 5-2 Results of the pilot test (Checklist)

			Number of LDRRMPs mentioning:	% n=33	
E.	Thematic Area Plan (per thematic area)		-	-	
	1 Goals		2	6%	
	2 Objectives		10	30%	
	3 Outcome	The DRRM Plan with a clear vision and mission agreed by the members of the members of the LDRRMC shall be the direction of all DRRMC initiatives for the prescribed period of six years. The DRRM plan in an action plan matrix will show the relationship of the vision, goals and objectives with the Program / Activities of the LGUs. It helps in the analysis of priority activities based on the timelines for funding and implementation. The delineation of roles and tasks of agencies and individuals can easily be seen with the tool.	0	0%	
	4 Programs, Projects, and Activities		30	91%	
	5 Targets including Gender Concerns		3	9%	
	6 Key Output		22	67%	
	7 Responsible Person/Agency/Office		26	79%	
	8 Timeframe		25	76%	
	9 Sources of funds		27	82%	
F.	Monitoring and Evaluation			-	-
	Expected Results		Monitoring measures what is happening. It is a continuous function of checking performance against the indicators specified in the LDRRMP, using defined methodologies for data processing, analysis and reporting. It provides opportunity to validate the LDRRMP and make necessary changes to activities and approaches. It provides data for evaluation. Evaluation explains how and why desired results were (or were not) achieved)	0	0%
	Baseline	0		0%	
	Assumptions/Risk	0		0%	
	Objectively Verifiable indicators	0		0%	
	Targets	0		0%	
	Data sources	0		0%	
	Collection Methods	0		0%	
	Frequency and audience of the report	0		0%	
	OPR/PPR	0		0%	
	Resources needed	0		0%	
G.	Annexes			-	-
	Protocols, systems, guidelines (i.e. ICS)		2	6%	
	DRRM-CCA Related Trainings conducted		0	0%	
	Standard manual of operations		1	3%	
	Contingency Plans		5	15%	
	Directory		0	0%	
H.	References		The various documents and related literatures used by LGU. It is important for LGU to properly cite the references.	2	6%

A2 Tools and Process for LDRRMP Revision



Summary of the review results (Final version January 2015)

Name of the LGU : _____

Type of the LGU : Province / City / Municipality

Name of the Plan : _____

Date of the Plan adoption : _____

Period of the plan : From _____ ~ To _____

Number of the contents checked (checklist) : _____

Presence of important recommendations (review form) : Yes / No

if yes, please write the recommendations

Next review target year : _____

Reviewer team members / organisations : _____

Date of the review / submission of this results summary to OCD-Regional office : _____



Checklist (Final Version January 2015)

LGU : _____

		Description	Y/N	Remarks
Preliminary Pages				
A	Title Page			
B	Resolution Adopting the LDRRMP			
C	Message from the LCE			
D	Existing DRRM-CCA related Policies/guidelines/resolution (description)			
E	Existing MOUs (DRRM related) - networking, other sources, research, etc.			
F	Table of Contents			
G	Acronyms and Abbreviation			
H	Definition of Terms			
I	Executive Summary			
A. Ecological Profile				
	1 Population and Social Services	Only summary of Ecological Profile (may refer to the CLUP and CDP for comprehensive data)		
	2 Local Economy			
	3 Infrastructure and Physical base			
	4 Environmental Management and Natural Resources			
B. Institutional (LDRRMC and LDRRMO structure)				
C. Risk Profile (include Risk Maps)				
	1 All hazard	Risk Profile shall come from the conducted Risk Assessment, which is a method to determine the nature and extent of risk by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihood and the environment on which they depend. The local capacities include existing LDRRMC structure, Programs and protocols for disaster operations.		
	2 Vulnerability			
	3 Capacity			
	4 Exposure			
D. Situational Analysis : Identifying SWOC for the four DRRM Thematic Areas				
	1 Disaster Prevention and Mitigation	Situational Analysis describes the strengths, weakness, opportunities and challenges (SWOC) or advantages and disadvantages in each specific concern. The assessment areas as basis for analysis include specific DRRM activities per Thematic Area such as early warning system, education and training, institutionalization of LDRRMO Office, response equipment and resettlement program. It should also include the cross-cutting concerns which are health, human-induced disasters, gender mainstreaming environmental protection, cultural sensitivity or indigenous practices and the rights based approach.		
	2 Disaster Preparedness			
	3 Disaster Response			
	4 Rehabilitation and Recovery			

		Description	Y/N	Remarks	
E.	Thematic Area Plan (per thematic area)				
	1 Goals	The DRRM Plan with a clear vision and mission agreed by the members of the members of the LDRRMC shall be the direction of all DRRMC initiatives for the prescribed period of six years. The DRRM plan in an action plan matrix will show the relationship of the vision, goals and objectives with the Program / Activities of the LGUs. It helps in the analysis of priority activities based on the timelines for funding and implementation. The delineation of roles and tasks of agencies and individuals can easily be seen with the tool.			
	2 Objectives				
	3 Outcome				
	4 Programs, Projects, and Activities				
	5 Targets including Gender Concerns				
	6 Key Output				
	7 Responsible Person/Agency/Office				
	8 Timeframe				
	9 Sources of funds				
F.	Monitoring and Evaluation				
	Excepected Results	Monitoring measures what is happening. It is a continuous function of checking performance against the indicators specified in the LDRRMP, using defined methodologies for data processing, analysis and reporting. It provides opportunity to validate the LDRRMP and make necessary changes to activities and approaches. It provides data for evaluation. Evaluation explains how and why desired results were (or were not) achieved)			
	Baseline				
	Assumptions/Risk				
	Objectively Verifiable indicators				
	Targets				
	Data sources				
	Collection Methods				
	Frequency and audience of the report				
	OPR/PPR				
	Resources needed				
G.	Annexes				
	Protocols, systems, guidelines (i.e. ICS)				
	DRRM-CCA Related Trainings conducted				
	Standard manual of operations				
	Contingency Plans				
	Directory				
H.	References	The various documents and related literatures used by LGU. It is important for LGU to properly cite the references.			



Review Form (Final version January 2015)

LGU : _____

Indicators of a good DRRM plan	Means of verification /evidence	Clarification/concerns	Remarks /Recommendation
1) Risk Profile			
Availability of risk assessment maps Updated or enhanced maps	Updated hazard susceptibility maps that are either scientifically generated or drawn from community experience of hazards	Scientifically generated: MGB, PHIVOLCS, NAMRIA, ETC. (for P/C/Ms) community experience of hazards: Community-based maps/spot maps (applicable to Barangays?)	
	Region and Province at 1:50,000 scale; Cities and Municipalities at 1:10,000 scale; Barangay preferably at a larger scale (1:5,000 scale).	Only Metro Manila has 1:5000 scale	
	Vulnerability Maps that provides a spatial display of vulnerable elements such as population, production, critical infrastructure, facilities, among others.	Applies to P/C/M	
	Risk map that shows calculation of the exposed elements based on hazard	Overlaying of Hazard and exposed elements (population, productive assets, infrastructures, etc.)	
Detailed Hazard, Vulnerability, and Capacity Assessment indicating worst scenario	Inclusion in the LDRRM Plan	Contains Hazard Characterization, Vulnerability, and Capacity (Structural and Non-structural)	
2) DRRM Inclusive			
Different needs of men and women are taken into consideration; policies, etc.	Inclusion in the LDRRM Plan		
Direct involvement of women in increasing public awareness, conduct of drills and training for women, PWD, children, and other vulnerable sectors			
Setting up of evacuation centers in consideration to the needs of women , children, PWDs, elderly, among others			
3) Mainstreaming of DRRM/CCA in the CLUP and CDP			
Ensure mainstreaming of DRRM programs and strategies in the local development plans and comprehensive land use plans	Included in their PPAs in the thematic area plan if it is till for mainstreaming. If mainstreamed, it should be indicated in LGU's New/updated/enahnced CDP and CLUP	For clarification with DILG, NEDA, and HLURB since they have guidelines set for mainstreaming in subnational plans	
Climate change adaptation strategies and environmental management are mainstreamed in the programs of the LGU			
Updated zoning ordinances or safety regulations	P/C/M ordinance passed		
4) Analysis Internal and External Environment of the LDRRMC			
Identified strengths, weaknesses, opportunities, and challenges in terms of management, implementation, partherhip building, and allocation of resources	Comprehensive SWOC analysis of LDRRMC per thematic area		

Indicators of a good DRRM plan	Means of verification /evidence	Clarification/concerns	Remarks /Recommendation
5) Presence of the minimum Programs, Projects, and Activities (PPAs) per thematic area			
a) Prevention and Mitigation			
Inclusion of EWS (indigenous or advance form)	Indicated in the LDRRM plan (Provincial/City/Municipal/Barangay Level)		
Establishment of DRRM Office	Indicated in the LDRRM plan		
Inclusion of risk financing schemes for facilities and equipment			
Identified various environmental management policies, programs and activities (reforestation, research, etc.)			
Inclusion of infrastructure resilience aspects (i.e. compliance to building code, infrastructure audit, etc.)			
Community-based and scientific DRRM and CCA assessment, mapping, analysis and monitoring at the Barangay level			
Food security measures			
Others			
b) Preparedness			
Strengthening of capacity DRRMC members	Capacity building activities clearly indicated in the LDRRM plan		
Provision for insurance of volunteers (GSIS, NCIC, etc.)			
Identified preparations for component plans (IEC and advocacy plan, Preparedness Plan; Response Plan; Contingency Plan per hazard, and Pre-Disaster Recovery Plan)	Indicated in the LDRRM plan		
Communicating Hazard map results to communities (C/M level)			
Inclusion of capacity building and training for public and private sectors			
Participation of LGUs in the mainstreaming of DRRM and CCA in the educational systems			
Development of standard manual of operations & construction of operations center			
Inclusion of establishment of ICS coordination and communication systems			
Inclusion of partnership arrangements among stakeholders			
Formation, training and accreditation of volunteers			
Identified and or construction of evacuation centers located in safe areas			
Updating of DRRM-CCA plans		Indicated in the LDRRM plan	
Stockpiling of food, non-food, and medical supplies			
Food security measures			
Equipage			
Dissemination of warning advisories and real time reporting			
Weather Monitoring			
ICS Simulation			
Others			

Indicators of a good DRRM plan	Means of verification /evidence	Clarification/concerns	Remarks /Recommendation
c) Response			
Procurement and distribution of basic prioritized basic needs	Indicated in the LDRRM plan		
Disemmination of warning advisories and real time reporting			
Activation of ICS			
Activation of asesment teams			
Conduct of RDANA Assessment			
SRR Operation			
Activation of evacuation system/camp management, set of procedures for affected families			
Identification of standard-based relief shelters and sites, and temporary shelters			
Establishment of child-friendly spaces or temporary learning area in the evacuation center			
Identification and implementation of temporary livelihood and or income generating projects (includes trainings)			
Provision of basic health services to affected families			
Presence of pyshosocial programs, stress debriefings, etc.			
d) Rehabilitation and Recovery			
Inclusion of Post-Disaster Needs Assessment (PDNA)	Indicated in the LDRRM plan		
Financial Assistance extended to affected families (rehabilitation, livelihood, etc.)			
Identification of long-term livelihood programs and projects			
Identification of safe relocation sites			
Construction of disaster resilient housing			
Inclusion of rehabilitation and restoration activities of infrastructure and facilities			

Indicators of a good DRRM plan	Means of verification /evidence	Clarification/concerns	Remarks /Recommendation
6) Monitoring and Evaluation			
Developed M and E plan per thematic area	Indicated in the LDRRM plan		
7) Allocation and utilization of LDRRM Fund and other sources			
Fund allocation 5% of LDRRM Fund to DRRM activities (70% for mitigation and preparedness; 30% for quick response)	Submission of annual work and financial plan	Allocation may be reviewed as indicated in the plan; monitoring of utilization may require another process (how it is being spent vis-a-vis approved plan)	
	Sannguniang resolutions authorizing the use of local funds		
Allocation from other sources (20% development fund, portions of 5% of GAD, Special Education Fund for DRRM programs, projects, and activities, international and national funding, donations, among others)	Included in the AIP		
8) Processes Involved			
Participation of LDRRMC chair and members in the formulation of the plan	Presence of LCE, department heads and or DRRM focal per office, LDRRM officers		
Participation of technical and line agencies in providing inputs as basis for planning	Presence of OCD representative/technical staff, PAGASA, DENR-MGB, PHIVOLCS, NAMRIA, among others		
Creation of TWG to enhance and finalize LDRRM Plan	Identified TWG members from the LDRRMC and LDRRMO		
Participation of Barangay Representatives as form of validation during HVCA analysis (at the city/municipality level)	Presence of Barangay Representatives (depending on the number, cluster, etc.)		
Participation of NGOs/CSOs/POs directly working with the community (if existing or operating)	Presence of NGOs/CSOs/POs in the multi-stakeholder planning		
Updating of hazzard maps and risk assessment by LDRRMC in coordination with technical agencies (authorized) and or research/academic institution	Frequency of updating hazard maps and risk assessment		

*****Indicators may change through time since LGUs will improve their plan***



Proposed Review Guidelines for LDRRM Plans

I. Background

The formulation of the Regional and Local DRRM plans is the starting point in addressing local hazards and vulnerabilities and implement appropriate and applicable interventions at the community level. The result of the Regional and Local DRRMs plan should contribute in the NDRRM plan towards *“promoting people’s welfare and security towards gender-responsive and rights-based sustainable development.”*

As per RA 10121 or the DRRM Act of 2010 requires all Local Government Units to formulate Local DRRM plans through the Local DRRM Office as stated in **Sec 12c**:

(6) Formulate and implement a comprehensive and integrated LDRRMP in accordance with the national, regional and provincial framework, and policies on disaster risk reduction in close coordination with the local development councils (LDCs);

(7) Prepare and submit to the local sanggunian through the LDRRMC and the LDC the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated disaster risk reduction and management resources, and other regular funding *source/s* and budgetary support of the *LDRRMO/BDRRMC*;

(24) Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated disaster risk reduction and management resources to the local Commission on Audit (COA), copy furnished the regional director of the OCD and the Local Government Operations Officer of the DILG.

As such, the *memorandum series* of 169 issued in March 2013 by the Office of Civil Defense, required the *Local Chief Executives* to submit LDRRM Plans in October 2013 in accordance to the LDRRM template agreed during the NDRRM summit. However, during the *Knowledge Sharing* in September 2013 spearheaded by JICA DRRM-CEP and OCD that not all LGUs have complied with the template. Majority of the LGUs have only submitted annual LDRRM plan as a requirement for the release of their respective LDRRM Fund for the year.

Therefore, the JICA DRRM-CEP seeks to develop an M and E tool to guide OCD and other stakeholders in reviewing the LDRRMPs of the LGUs based on the



checklist and indicators identified.

II. Status of DRRM Plans (as of November 2014)

A. Regional Plans

Region	With RDRRMP	Remarks
1	Yes	
2	Yes	**Pilot site of JICA DRRM-CEP
3	Yes	
4A	Yes	
4B	Yes	
5	Yes	
6	Yes	
7	Yes	
8	Yes	
9	Yes	
10	Yes	
11	Yes	
12	Yes	
CARAGA	Yes	
CAR	Yes	
NCR	None	Development Stage
ARMM	Yes	
TOTAL	16	

Source: Plans and Programs Division-Office of Civil Defense

Out of the seventeen (17) regions, NCR has to complete its RDRRM plan. While there was no prescribed or endorsed template for the formulation of RDRRMP, the region developed its own plan building on its existing DRRM situations, needs, and capacity in partnership with the members of the RDRRMC. In the case of Region 2, which was JICA DRRM-CEP assisted, followed most of the parts in the LDRRM plan template prescribed OCD.

Notwithstanding the presence of RDRRM plan, the RDRRMC as mandated by the law *is responsible in ensuring disaster sensitive regional development plans, Sec. 10*. In this light, it should looked into if the RDRRMCs has to develop its “stand alone” plan or only ensuring that DRR/CCA strategies are mainstreamed in the Regional Development Plan formulated by the Regional Development Council.



B. LDRRM Plans

Region	No. of LGUs	LGUs with submitted LDRRMP	Balance	Remarks
1	129	129	0	
2	98	91	7	Subject for evaluation and review of OCDR **Pilot sites of JICA DRRM-CEP (Provinces of Cagayan, Isabela, Municipality of Alcala, and City of Ilagan) *OCDR2 assisted: Municipality of Appari
3	137	128	9	
4A	147	142	5	In compliance with template: <ul style="list-style-type: none"> • 15 LGUs (Batangas) • 7 LGUs (Cavite) • 4 LGUs (Laguna) • 12 LGUs (Quezon)
4B	78	73	5	
5	120	112	8	
6	139	130	9	
7	136	136	0	
8	149	126	23	2 LGUs in compliance with the template
9	75	68	7	
10	98	82	16	
11	54	52	2	
12	54	47	7	
CARAGA	78	73	5	
CAR	83	83	0	
NCR	17	15	2	*UNDP-CIDA Assisted (Resilience Project): Cainta, Marikina, and Pasig
ARMM	123	62	61	
TOTAL	1,715	1,549 (90.33%)	166 (9.67%)	2.96% compliant to OCD LDRRM plan template

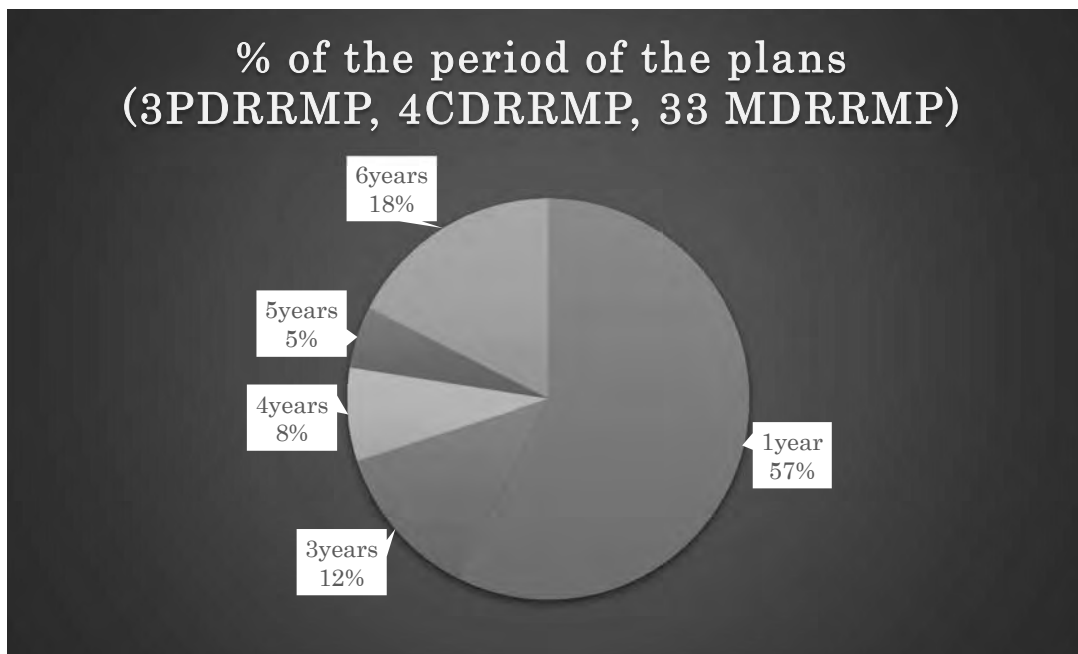
Sources: *Plans and Programs Division-Office of Civil Defense
BLGD-DILG Database of LDRRMPs 2014*

Based on the table above, 90.33% of the LGUs have LDRRM plan submitted. Of these, at least 2.96% are compliant to OCD LDRRM plan template. While there is a high



turnout of submitted LDRRMPs, there is a need to look at the quality of the plans of the LGUs and extent of mainstreaming in their respective *Comprehensive Land Use Plan and Comprehensive Development Plan*.

As the law mandates OCD to *review and evaluate the Local DRRMPs to facilitate the integration of disaster risk reduction measures into the Comprehensive Development Plan (CDP) and Comprehensive Land Use Plan (CLUP), Sec.9 (e)*, it also concurs with LDRRMC's function, as stated in the law, to *ensure the integration of disaster risk reduction and climate change adaptation into local development plans, programs, and budgets as a strategy in sustainable development and poverty reduction, Sec. 11 (b) 2*. However, the current number of staff of OCD to review all LDRRMPs limits the lead agency to perform such function. As for the LDRRMC, it still focuses on their respective plans and organizational strengthening to address local DRRM concerns. As such, the existing circumstances may be addressed through other recommended review structure and processes.



Based on the initial review of LDRRMPs, more than 50% prepared 1-year plan while 18% of the LGUs prepared 6-year plan. As observed, the period of plans approved by the LDRRMCs varied depending on the term of the LCE or priority actions. In this light, there is a need to level-off on the standard period of plan for LGUs to establish systematic approach in reviewing the plans.



III. Explanation and Description

Topic	Explanation
Purpose of the checklist and review form	<ol style="list-style-type: none"> 1. Review compliance of the LDRRM plans vis-à-vis the prescribed template (presence and absence) 2. Examine the content of the plans based on the indicators set in the review form 3. Serve as guide for the <u>REVIEWING TEAM</u> in filling gaps of their respective LDRRMPs
Tools	<p>Checklist - Contains the required parts of the LDRRM plan, which the LGUs should have based on the prescribed template</p> <p>Review Form - Contains different indicators that will be a basis for reviewing the content of the LDRRM plan</p>
Proposed composition of the REVIEWING TEAM for each level	<p>The <u>REVIEWING TEAM</u> will be in-charge of reviewing the DRRM plans. **The composition is based on thematic area: Prevention and Mitigation, Preparedness, Response, and Rehabilitation and Recovery.</p> <p><i>Barangay Level - BDRRMC plans</i></p> <ul style="list-style-type: none"> • C/MDRRMO • C/MLGOO • C/MSWDO • C/MPDC • Accredited CSO <p><i>City/Municipality Level - C/MDRRMC plans</i></p> <ul style="list-style-type: none"> • PDRRMO • DILG Province • PSWDO • PPDC/PPDO • Accredited CSO • Representative from C/MDRRMO <p><i>Provincial Level – PDRRMC plans</i></p> <ul style="list-style-type: none"> • OCD Regional Office • DOST Regional Office • DILG Regional Office • DSWD Regional Office • NEDA Regional Office • Accredited CSO • Representative from PDRRMO
Capacity Building Needs	<ol style="list-style-type: none"> 1. Reviewing Team 2. Office of Civil Defense 3. LDRRMOs
Management and Information and reporting (To be identified)	<p>Gathering of information Expected Reporting system Feedbacking mechanisms and validation</p>



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

c/oOffice of Civil Defense (OCD), Camp General Emilio Aguinaldo Quezon City, Philippines

Topic	Explanation
References used	<p>The formulation of the tools are based on the following:</p> <ul style="list-style-type: none">• Gawad Kalasag• RA 10121• NDRRMP (2011-2028)• Local DRRM Plan Formulation Manual (Resilience Project)• Section 4, A Guide for Project M and E (IFAD)• Seal of Good Local Governance – DILG 2014 <p>Consultations with various organizations and government institutions were also conducted.</p> <ol style="list-style-type: none">1. OCD-C2. OCDR23. OCDR34. OCDR45. OCDR106. OCD CARAGA7. Pilot provinces (PDRRMOs of Cagayan and Isabela)8. PDRRMO of Bataan9. MDRRMO of Morong10. Bureau of Local Government Service-DILG11. Bureau of Local Government Development-DILG12. Local Government Academy13. DILGR214. DILGR315. DILG-Cagayan16. DILG-Bataan17. Housing and Land Use Regulatory Board18. National Economic and Development Authority



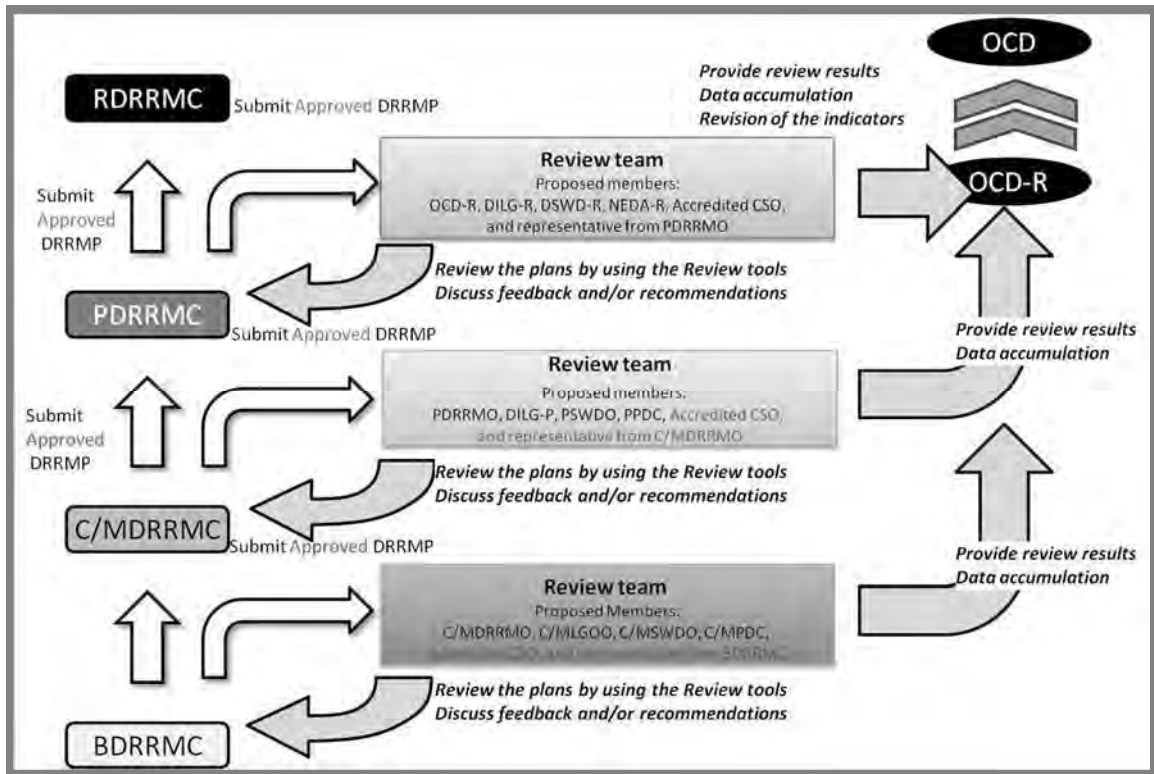
IV. Tools and Instructions

TOOLS AND INSTRUCTIONS	CHECKLIST	
	<ol style="list-style-type: none"> Review the different parts of the LDRRMP of the LGU using the checklist. Check the column if it contains the section, and <u>X</u> if none. The reviewing team will <u>only examine</u> the <u>completeness</u> of the LDRRM plans (presence and absence). The reviewer may provide remarks, if necessary. 	
	REVIEW FORM	Definition
	The form has eight (8) aspects to look at:	
	Risk Profile	Scientific generated or community driven; contains hazard susceptibility; risk projections; Hazard, Vulnerability, and Capacity Assessment
	DRRM Inclusive	All or applicable marginalized sectors (women, children, IPs, PEDs, farmers, etc.) are included in the DRRM (depending on the situation of the LGU)
	Mainstreaming of DRRM/CCA strategies in the CLUP and CDP	How LGUs mainstream its DRRM/CCA in the CLUP and CLUP
	Analysis Internal and External Environment of the LDRRMC	Identifying the <i>strengths, weaknesses, opportunities and challenges of the LDRRMC in per thematic area</i>
	Programs, Projects, and Activities of 4 thematic areas	Minimum Priority PPAs per thematic area
	Monitoring and Evaluation (M and E)	Detailed M and E implementation plan with indicators
Allocation and utilization of LDRRM Fund	How is it allocated per thematic area? Indicates other sources of funds	
Processes involved	Processes undertaken by the LDRRMO is conducting the LDRRM planning (i.e. participatory, risk assessment, creation of TWG in finalization of the plan, etc.)	
<ol style="list-style-type: none"> The reviewing team must secure copies of updated CLUP and CDP as reference to the LDRRM plans of the provinces, cities, and municipalities. The reviewing team must check the content of the plan based on the indicators set. If an indicator is observed, the reviewing team must put <u>Y</u> and specify the evidence based on the plan. If it does not contain the indicator, then put <u>X</u>. The team may provide recommendations, if necessary. Feedback results to the LDRRMC or LDRRMO. 		

Note: While the rating system was raised during the multi-agency, there is no agreement yet.



V. Proposed Process and Functions



The reviewing team for each level is composed of proposed representatives of the council and accredited CSO. A representative of each level will be part of the reviewing team for plan validation. The LDRRM plans will be reviewed by a higher level - the BDRRM plan is reviewed by *City/Municipality level*; C/MDRRM plan is reviewed by *Provincial level*; and the PDRRM plan is reviewed by the *Regional level*.

The LGU must submit the approved LDRRM plans together with updated CLUP and CDP as reference for the *Review Team*. The team will examine the compliance and substance/content of the LDRRM plans using the checklist and review form. After which, the team must prepare a feedback report to OCD regional office. The feedback report must be discussed with the LDRRM council as basis for LDRRM plan revision or enhancement. OCD regional office shall furnish the PPD-OCD all the feedback reports for database.

Functions of DRRM Council/Committee

Level	Functions
BDRRM Committee	<ul style="list-style-type: none"> Submit approved BDRRM plan to C/MDRRMC for database



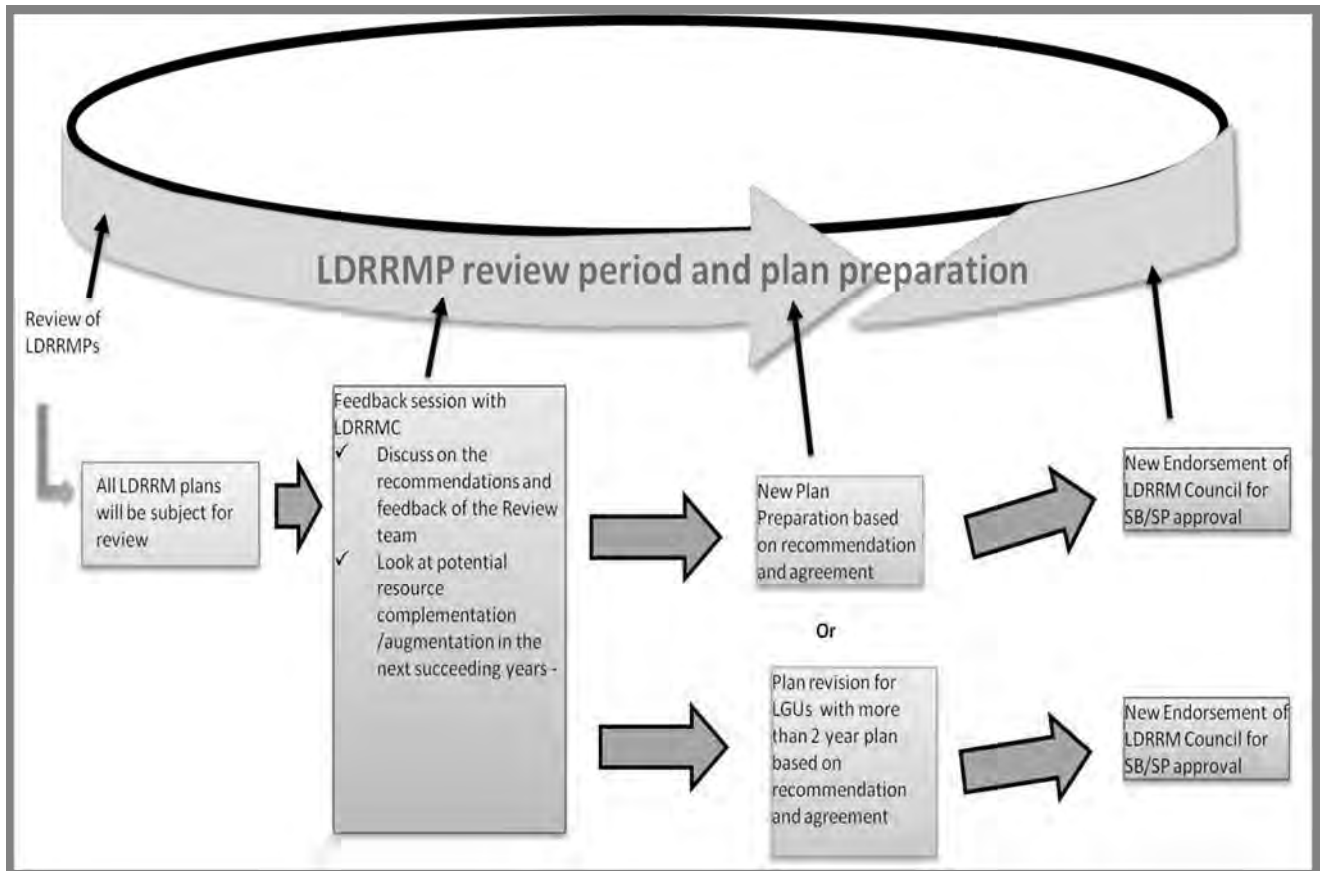
Level	Functions
	<ul style="list-style-type: none"> • Submit copy to M and E team for Review • Discuss, decide, and adopt among BDC members the recommendations/feedback of the M and E team • Enhance, revise or prepare new plan
C/MDRRM Council	<ul style="list-style-type: none"> • Submit approved plan to PDRRMC for database • Submit copy to M and E team for Review • Discuss, decide, and adopt among C/MDRRMC members the recommendations/feedback of the M and E team • Database of all BDRRMC plans • Enhance, revise or prepare new plan
PDRRM Council	<ul style="list-style-type: none"> • Submit approved plan to RDRRMC for database • Submit copy to M and E team for Review • Discuss, decide, and adopt among PDRRMC members the recommendations/feedback of the M and E team • Database of all C/MDRRMC plans • Enhance, revise or prepare new plan

Functions of Review Team

1. Use checklist and review form in assessing content (only applies to Province, City, and Municipal level)
2. Review potential resource complementation/augmentation in the next succeeding years
3. Provides review results to OCDR
4. Discuss feedback and or recommendations to the respective DRRM Council



VI. Timeline of Review Process of LDRRMP Plan



There are 1,549 out of 1715 LDRRM plans as November 2014. All of these plans have varying plan period, which needs to be examined by the proposed *review team*. The results of the review must be presented to the concern LDRRM council for formulation of new plan or revision/enhancement based on the recommendations provided. However, the timeline for the plan review period is dependent on the number of LGUs covered by each level. Further, the feedback sessions with the concern LDRRM council requires time. Hence, there should be a mechanism to cover all LGUs at shorter period of time.

For LGUs who prepared only annual LDRRM plan must prepare a new plan and secure endorsement to the LDRRM council and approval to the Sanggunian. On the other hand, the revision or enhancement of LDRRM plans with a 3 years and above period should be determined by LDRRM council and the *review team*.



VI. Issues and Concerns

1. Timeline for review and feedbacking should be identified to complete the whole process vis-à-vis the volume of LDRRMPs

Example

How will C/Ms with more than more 20 Barangay even 90 review the BDRRM plans? How will Provinces with more than more than 20 C/Ms review C/MDRRM plan?

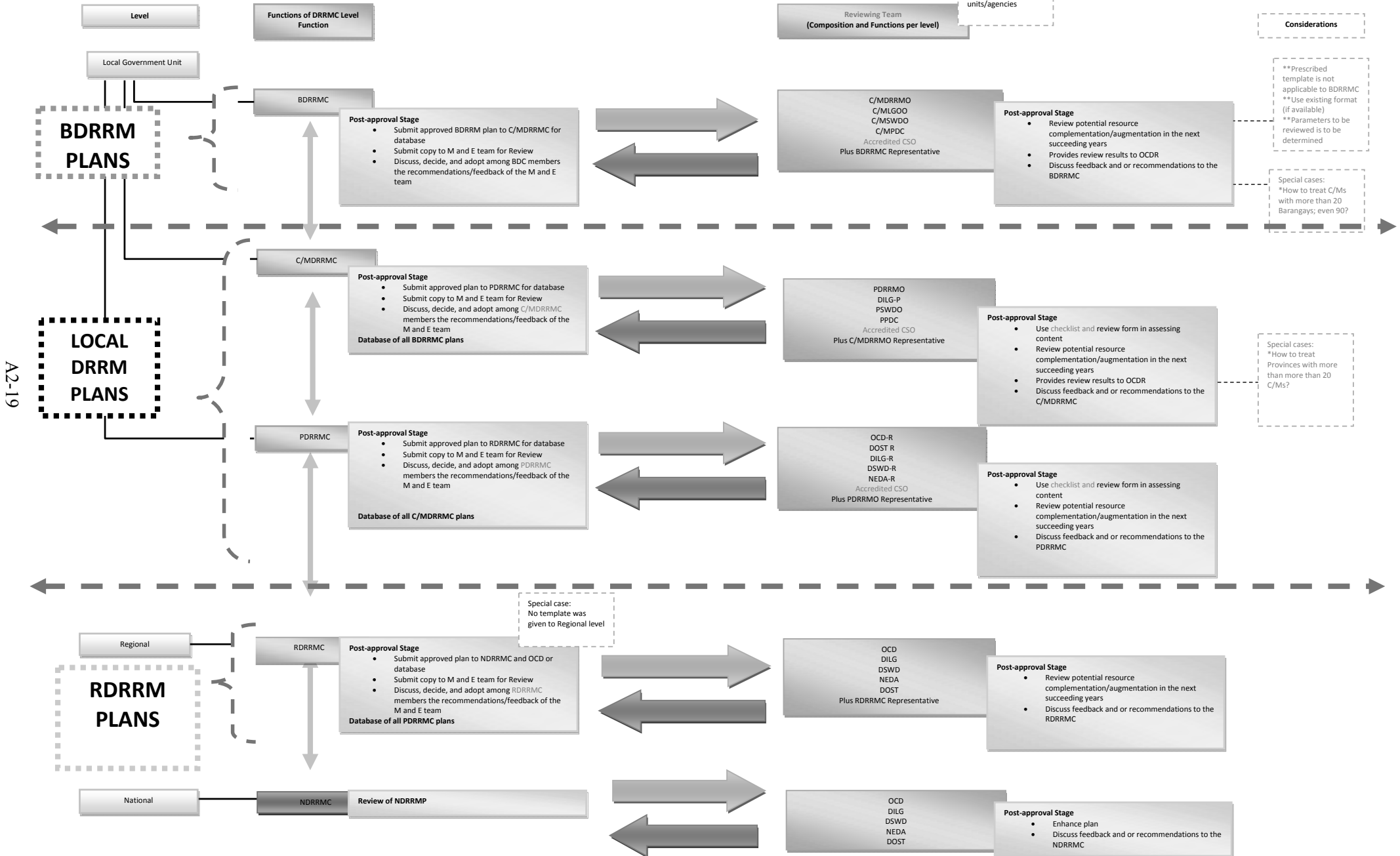
2. Level of *Review Team* who will examine LDRRMPs of LGUs categorized as ICC
3. Varying plan period of existing LDRRMPs

VII. Recommendations

1. Initiate a discussion with the Bureau of Local Government Development (BLGD) of DILG on its draft version of *Local Disaster Risk Reduction and Management Plan (LDRRMP) Plan Formulation and Review Guide*, and combine applicable processes.
2. A *joint memorandum circular* between OCD and DILG or an *NDRRMC memorandum* on the following:
 - a) LDRRMP template and formulation guidelines
 - b) Review Guidelines for LDRRMPs
3. Cascading of the abovementioned to the LGUs with corresponding requirements for its implementation
4. Capacity building of the REVIEW TEAM and OCD Regional Offices
5. Rating system as basis for recommendation – by percentage of compliance or completion



Proposed Monitoring and Evaluation Process for LDRRM Plan (Post-approval stage)

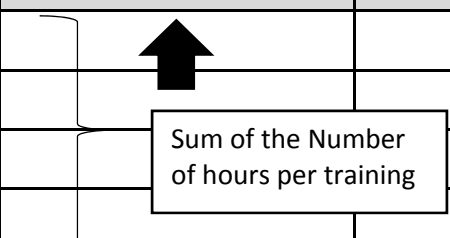


A2-19

A3 Check lists for LDRRMO

Imperative information			
1	Manpower	Data	Remarks
	1) Number of the staffs	#	
	a. Number of permanent staffs	#	
	b. Number of temporary staffs (job order/contractual/casual)	#	
	c. Performing functions other than DRRM	y/n	
	d. Appropriate trainings attended by the DRRM staff (CBDRRM, RDNA, ICS, CP, etc)	y/n	
	2) Organizational structure/ Number of officers in		
	a. DRRM research and planning	#	
	b. DRRM Administration and Training	#	
	c. DRRM Operations and Warning	#	
	d. Need to augment personnel	y/n (how many)	
	3) Qualification of the LDRRM Officers *referred to the JMC 2014-1 (prior and JMC)	attachment : qualification sheet of the staffs	
	a. Are the minimal requirements accomplished?	y/n	based on JMC
	b. How many staffs need more training	#	
2	Resources		
	a. Budget	Report admission date	
	b. Submission of the LDRRMF utilization report (monthly or quarterly refer to JMC)	Report admission date	
	c. Achievement/Accomplishment report	Report admission date	
3	Existing Plans/Standards/Procedure		
	a. LDRRMP		
	b. Contingency Plan	y/n & Date of formulation	
	c. Standards of Operation	y/n & Date of formulation	
	d. Rule on the PDRA Protocols/Open Activation	y/n & Date of formulation	
	e. Others	y/n & Date of formulation	
Optional Information			
4	Presence of inventory of equipment per hazard		
	a. Flood	y/n	
	b. Landslide		
	c. Earthquake		
	d. Tsunami		
	e. Other hazards		
	1) Presence of functional early warning system		
	a. Weather observation (telemetry, rainfall gauge etc.)	y/n	
	b. Situation monitoring (CCTV)		
	c. Community early warning system	y/n	
	d. Other	y/n	
	2) Heavy equipment (per hazard)	attachment : inventory of the equipment	
	a. Equipment for Flood		
	b. Equipment for Landslide		
	c. etc.	y/n	
5	Existence of Directory		
	1) Partnership/coordination		
	a. Directory of the related national and regional agencies	y/n	
	b. Coordination with the other divisions of the LGUs/LGU officials	y/n	
	c. Coordination with neighbored LGUs	y/n	
	d. Directory of CSOs, volunteer, private sector	y/n	
	e. Other		
	2) Directory of critical infrastructure		
	a. Water supply company	y/n	
	b. Electricity	y/n	
	c. Telecommunication	y/n	
	d. Evacuation center	y/n	
	e. Schools	y/n	
	f. Hospital	y/n	
	g. Other	y/n	
6	Existence of Public Awareness Enhancement/Advocacy		
	a. DRRM Advocacy	y/n	
	b. Conduct of community training		
	c. Support schools to provide lectures on DRRM	y/n	
	d. Other	y/n	
7	Other topics specific to LGU		
	cited by the LGU		
8	Activation of PDRA protocols; activation of Open		
9	Maps (include) Philippine map, hazard maps, etc.		
	Functionality - protocols, open, usage of LDRRM Fund, EWS, etc.		
	harmonize ldrmp and ldrmo checklists		

Staff qualification sheet (personal data)

#1	Personnal data	Minimum Requirement	Adequacy (Y/N)	Remarks
Name	:	-	-	
Division	:	-	-	
Position title	:	-	-	
Salary Grade	:	based on the JMC2014-1		
Education / degree	:	based on the JMC2014-1		
Experience on DRRM (Number of year)	:	based on the JMC2014-1		ex. political appointee
Training on DRRM (Total Number of hours)	:	0	based on the JMC2014-1	
Training on CBDRRM (Number of hours)	:			
Training on RDNA (Number of hours)	:			
Training on ICS (Number of hours)	:			
Other training(Number of hours)	:			

A4 Concept Paper for CBDRRM



CBDRRM Component

CONCEPT PAPER FOR: THE REGULAR CONDUCT OF COMMUNITY BASED DISASTER RISK REDUCTION AND MANAGEMENT (CBDRRM): *TRAINING OF TRAINERS, COMMUNITY TRAINING, AND THE IMPLEMENTATION OF RELATED SUPPORT ACTIVITIES*

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1.0 Rationale

The enactment of R.A. 10121, identified strategies for safer, adaptive, resilient communities moving towards sustainable development by 2028 through a comprehensive, multi-hazard, multi-sectoral, inter-agency framework, inclusive of community-based approach to disaster risk reduction and management (DRRM). In relation to this, the adoption of the National DRRM Plan 2011 – 2028 enjoins that all community-based DRRM activities be done in all *barangays* nationwide.

Community-based DRRM¹ is a process in which *at-risk communities* are actively engaged in the identification, analysis, treatment, monitoring, and evaluation of disaster risks in order to reduce the vulnerabilities and enhance capacities, and where people are at the heart of decision-making and implementation of DRRM activities.

Barangays and *communities* are front-liners during disasters, prior to receiving any immediate assistance and external partner support. Enhancement of their capacities for all four (4) DRRM thematic areas: *preparedness, mitigation and prevention, response, recovery and rehabilitation*, are essential to reduce disaster risks and vulnerabilities, especially at the individual-level. Consequently, this will also lead to improvement of cooperation among contiguous areas, as also reflected in the Filipino “*bayanihan*”² culture.

Global trends on the frequency, magnitude and impacts of disasters have illustrated that community-based disaster management is an essential component of disaster risk reduction. In Japan, the experiences of the Great Hanshin-Awaji Earthquake (1995) and the Great East Japan Earthquake (2011) highlighted the importance of “self-help” and “mutual help” supplemented by “public help” (see Fig.1). Most survivors were rescued by relatives and neighbors within the first 24 hours – before professional responders arrived. Depending on the scale/effects of disasters, “public-help” services cannot always be sufficient for all affected areas. That is why it is fundamental that people are able to protect their own life and also their families (*enhancement of “self-help”*), support their neighbours through assistance in evacuation activities, and conduct quick response activities (*enhancement of “mutual-help”*). “Public help” illustrates governmental agency efforts such as information dissemination, training and education, early recovery of critical infrastructures, among others. Consequently, adequate coordination within this tri-pronged approach will minimize disaster damages, expedite restoration activities and enhance community resilience.



Figure 1:
Japanese DRRM concept

2.0 Purpose

The primary objective of this concept paper is to provide policy guidance for the conduct of CBDRRM activities, at all levels of governance and administration, through the explanation of:

- *Community-based DRRM activities*
- *Implementation mechanism for CBDRRM program and activities*
 - *CBDRRM training of trainers (CBDRRM ToT)*
 - *DRRM training at the community level and the subsequent conduct of CBDRRM activities*
- *Related laws and support policies for CBDRRM*

¹ CBDRRM as defined in the Philippine Disaster Management Act of 2010, [RA 10121, Rule 2, Section 1f]

² *Bayanihan* is a Filipino term taken from “*bayan*” (nation/town). It refers to a spirit of communal unity or effort to achieve a particular objective



3.0 Summary of legal bases

This policy guideline has been referenced to the following official documents and legal provisions:

3.1 Laws

- R.A. 10121 – the Philippine Disaster Management Act of 2010
- R.A. 7160 – the Local Government Code of 1991
- R.A. 9729 – the Climate Change Act of 2009
- R.A. 10174 – the People’s Survival Fund

3.2 Policies

- NDCC/NDRRMC memoranda
 - MC 2010 – 1: Preparation of Regional Disaster Risk Profile and Revision of Disaster Risk Management Plan by the RDCCs/OCD Regional Directors
 - MC 2003 – 24: “Zero Casualty” During Calamities
 - MC 1997 – 06: Enhancement of Disaster Monitoring and Disaster Preparedness Activities
 - MC 1997 – 05: Guidance on Disaster Management to RDCCs
 - MC 2004 – 31: Preparations for the Rainy/Typhoon Season and its Attendant Risks
- DILG memoranda
 - MC 2007 – 153: Precautionary measures against natural disasters and calamities
 - MC 2009 – 171: Search and Rescue Plan
 - MC 2012 – 08: Community preparedness on, and response to, calamity in every flood-prone and landslide-prone barangay
 - MC 2012 – 27: Inventory of Population at Risk in Vulnerable Areas, Identification of Mitigation Measures and Preparation of Mitigation and Rehabilitation Plans
 - MC 2012 – 35: Guidelines in ensuring public safety during man-made and natural disasters
 - MC 2012 – 73: Utilization of Local Disaster Risk Reduction and Management Fund
- Other NGA memoranda
 - Joint Memorandum Circular 2013 – 1: Allocation and Utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF)
 - COA Circular 2012 – 002: Accounting and Reporting Guidelines for the LDRRMF of LGUs, NDRRMF given to LGUs and Receipts from Other Sources

3.3 Plans

- National DRRM Plan 2011-2028
- National Climate Change Action Plan 2011-2028
- Philippine Development Plan (PDP 2011 – 2016)
- Hyogo Framework for Action



4.0 Community-based DRRM activities

The following is a 6-step cyclical process corresponding to minimum community-based DRRM activities, as supplement to those identified in JMC 2013 – 1:

4.1 *Initiating the process*

- For better understanding of the local disaster situation context, coordination meetings to initiate CBDRRM activities are held. This involves assessments of initial needs/capacities, current initiatives and existing programs on DRRM, both at the barangay level to set responsive and realistic goals. This is among the primary roles of the BDC / BDRRMC, which should be supported by C/MDRRMC.

4.2 *Participatory community risk assessment (CRA)*

- Assessment of existing conditions (*disaster profile*), specifically the analysis of hazards, vulnerabilities, and capacities through collection of local DRRM knowledge and disaster/climate-related information from technical agencies. Participatory CRA method enhances community awareness and develops consensus-building on science-based and sustainable DRRM strategies and plans. To facilitate the availability of baseline data during the conduct of risk assessment³ at the barangay level, immediate higher LGUs have the responsibility to provide the latest available official disaster risk information to their component LGUs. Participation of technical resource persons (e.g., DENR–NAMRIA, MGB; DOST–PAGASA, PHIVOLCS) could also be ensured.

4.3 *Participatory community DRRM planning (4 thematic areas)*

- Problem analysis and planning for identified solutions (preparedness, mitigation and prevention, response, recovery and rehabilitation) are collectively undertaken by community members based on the results of the participatory risk assessment.

4.4 *Formation and/or strengthening of community organization / barangay DRRM committee*

- Identification of persons-in-charge and roles and responsibilities, on matters pertaining to DRRM, at the barangay level. Functions may be restructured based on results of community risk assessment and/or latest official issuances.

4.5 *Participatory implementation of community DRRM plan*

- Community members work towards accomplishment of defined goals through the strategies identified in the DRRM plan. This may involve both structural and non-structural measures.

4.6 *Participatory monitoring and evaluation (M&E) of community DRRM plan*

- Community members work towards assessing and measuring degree of accomplishment of goals in the DRRM plan. This may involve examination of weaknesses, strengths, and identification of areas for improvement and integration of the DRRM plans. Consultations within LGUs for knowledge and feedback sharing of M&E results are also subsequent activities which should be undertaken.

Figure 2:
Community-based DRRM process



³ Pursuant to NDCC MC 2003 – 24, risk and vulnerability assessments at the LGU-level, should be utilized for preparation / updating of plans related to DRRM.



5.0 Responsibilities of agencies⁴

To facilitate institutionalization of community-based DRRM activities, it is a requirement that roles and responsibilities of stakeholders are coordinated and clearly delineated.

Table 1: Roles and responsibilities for the CBDRM implementation program

	DRRM councils (DRRMC), Office of Civil Defense (OCD)		Local Government Units, Local DRRM Councils, Offices			DRRM training institutes (TI)
	National DRRMC, OCD- Central	Regional DRRMC, OCD- Regional	Provincial	City/ Municipality	Barangay	National DRRM TI
A. Conduct of Training of Trainers						
1. Regular conduct/provision of CBDRM ToT for the following levels:						
a. National, Regional						
b. Provincial,						
c. City, Municipal						
d. Barangay						
2. Development of database for the pools of CBDRM trainers						
B. Conduct of actual DRRM training and activities at the community level						
C. Program support activities						
1. Policy support for CBDRM program implementation						
2. Development and integration of CBDRM training materials						
3. Development of CBDRM Implementation plan						
4. Integration of CBDRM implementation plan into existing plans						
5. Development of monitoring and evaluation system for CBDRM						
6. Advocacy/information and education campaigns						

6.0 CBDRM implementation mechanism

Implementation of community-based DRRM (CBDRM) activities forms the most significant part of the institutionalization of disaster preparedness at all levels of administration and governance. As signatory to the Hyogo Framework for Action, these will also contribute to strengthening disaster preparedness for effective response at all levels.

To initiate CBDRM implementation, it is crucial to develop first the capacities of the DRRMCs / DRRMOs, as this would guide them in doing CBDRM process. This can be ensured primarily by establishing CBDRM trainers from the national level down to the city/municipal LGU.

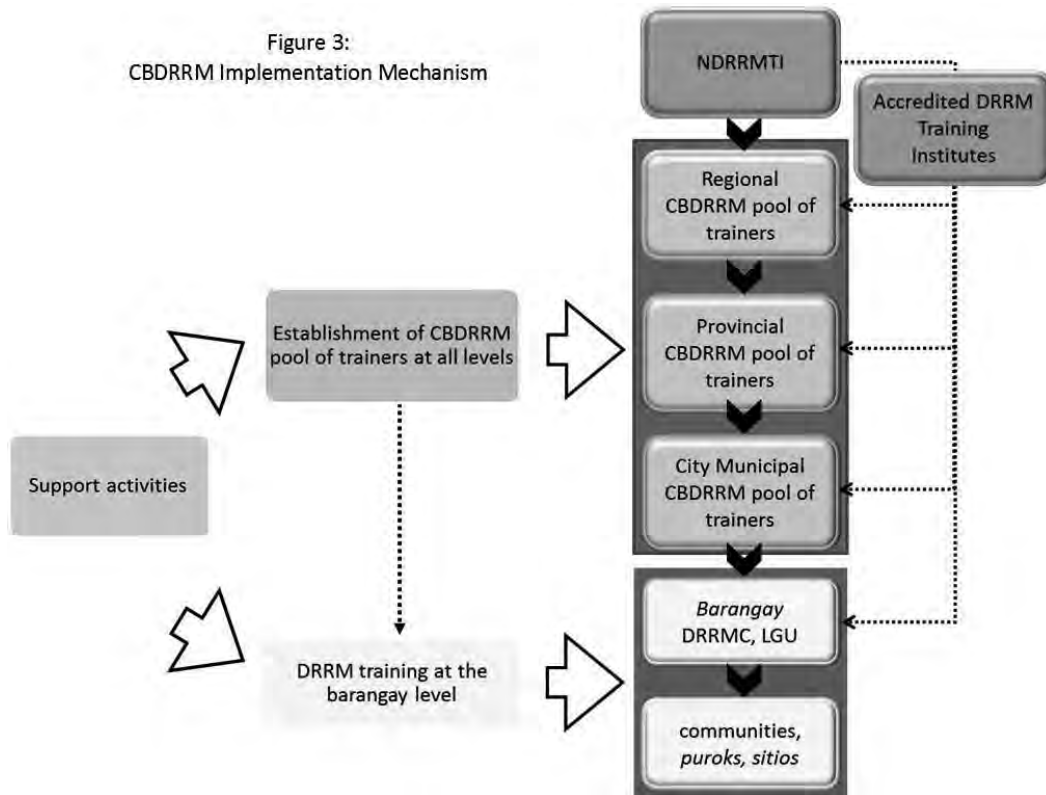
Subsequently, city/municipal CBRRM trainers shall conduct ToT for barangay trainers, who in turn shall conduct DRRM training for their communities.

Measures from policies, training, planning, monitoring and evaluation, and advocacy campaigns to promote CBDRM, which serve as corresponding support activities, shall be enabled throughout all phases of implementation, primarily from the national to the provincial levels.

⁴ Detailed roles and responsibilities (see Appendix 7.1)



Figure 3:
 CBDRRM Implementation Mechanism



6.1 Establishment of CBDRRM pool of trainers at the national, regional, and local levels

Capacity-building through the regular conduct of **CBDRRM Training of Trainers (ToT)** at all levels of administration and governance down to the *barangay LGU* is fundamental to establish common knowledge on CBDRRM and institutionalize standard DRRM activities at the community level.

The conduct of which shall be a function shared by the national, regional, and local levels.

6.1.1 This will be provided using the **CBDRRM ToT Manual**, developed and endorsed by the National DRRMC through:

- a. DRRM training institutes; and,
- b. CBDRRM pools of trainers

6.1.2 National and Regional CBDRRM pools of trainers

- a. CBDRRM pool of trainers will be established at each level in a cascading manner (see figure 3).
- b. Roll-out of the CBDRRM ToT will be done initially through the National DRRMTI.
- c. The national CBDRRM pool of trainers from NDRRMTI and accredited DRRM training institutes will subsequently conduct regional-level ToT.



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6.1.3 Provincial, City/Municipal, Barangay CBDRRM pools of trainers

- a. Provincial-level CBDRRM ToT shall be done primarily through composite team(s) from the national and regional pools of trainers.
- b. City/municipal-level CBDRRM ToT shall be done primarily through composite team(s) from the national to the provincial pools of trainers.
- c. Subsequently, the CBDRRM pool of trainers at the city/municipality levels has the *primary* responsibility for the *barangay*-level ToT.

6.1.4 Development and updating of database for the pools of CBDRRM trainers

- a. The National DRRM training institute as well as accredited DRRM training institutes shall develop and update a database of trainers who have completed their CBDRRM ToT program. The same shall also be a separate responsibility for each local government unit and DRRM council.
- b. The respective government entities should be able to provide the following to the public at any given time: contact information and completion of the CBDRRM trainers to relevant trainings; and, individual progress of CBDRRM trainers in the conduct of actual DRRM trainings.
- c. The NDRRMC shall provide a necessary template(s) for the inventory of the aforementioned data, as well as maintain a general roster of CBDRRM training providers.

6.2 DRRM training at the barangay level

- a. CBDRRM trainers at the barangay level shall conduct DRRM training for their respective communities using the *CBDRRM Basic Instructor's Guide*.
- b. The regular conduct of *DRRM training at the community level*, will facilitate sustainability for the implementation of CBDRRM activities. This should be done before the annual barangay DRRM planning and budgeting period.
- c. Barangay LGUs (through barangay DRRM committees), with support and supervision by their respective cities and municipalities (through local DRRM councils), shall take the lead and primary responsibility to facilitate planning and implementation of community-based DRRM activities (5.0).

6.3 Support activities

The undertaking of the community-based DRRM process, CBDRRM Training of Trainers, and actual community DRRM training would be supplemented by support activities. These are identified in separate CBDRRM implementation programs by the national, regional, and local DRRM councils, which primarily reflect (general guidance for) the development of policy support to promote CBDRRM, training plans and materials, monitoring and evaluation system, advocacy/information and education campaigns, and complementation of resources.



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6.3.1 Policy for CBDRRM program implementation

6.3.1.1 The NDRRMC shall be responsible for the development, reiteration and integration of policies, plans and guidelines to facilitate a comprehensive approach to promote CBDRRM activities at all levels.

6.3.2 CBDRRM training and materials

6.3.2.1 The NDRRMC shall be responsible for the development and updating of standard CBDRRM courses, tools, and manuals.

6.3.2.2 Accredited DRRM training institutes and CBDRRM trainers may provide CBDRRM ToT at all levels, using the standard training materials and manuals, in coordination with national technical agencies and local government units.

6.3.2.3 Regional DRRM councils and local government units shall ensure the widest dissemination of the aforementioned training materials to all barangays, including translation to local dialects.

6.3.3 CBDRRM implementation plan

6.3.3.1 To facilitate the conduct of CBDRRM activities (5.0), CBDRRM implementation plans are to be prepared by all levels of governance and administration. At the minimum, they should include *targets, timeline, responsible offices, budget allocation and corresponding source(s)*.

6.3.3.2 National-, regional-, and local-level CBDRRM implementation plans should form part of their respective DRRM plans. Vertical and horizontal integration of these DRRM plans should be undertaken.

6.3.3.3 Both regional- and provincial-level CBDRRM implementation plans should reflect supplementary strategies and activities as support for the respective CBDRRM implementation plans of their component cities and municipalities.

6.3.3.4 City/municipal-level CBDRRM implementation plans should identify appropriate, sufficient, responsive strategies and activities in primary support to barangay-level implementation of community-based DRRM activities.

6.3.3.5 Barangay-level CBDRRM implementation plans should emphasize and identify participatory and needs-based strategies and activities to efficiently implement community-based DRRM activities.

6.3.4 Integration of CBDRRM implementation plan to existing plans

6.3.4.1 LGU DRRM plan

- a. Based on the community risk assessment, regular and specific CBDRRM activities identified in the CBDRRM implementation plan should be incorporated in every local DRRM planning period, with reference to the local DRRM plan template.



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- b. The budgetary allocation⁵ for a regular CBDRRM program at each level, shall be primarily covered by the respective DRRM funds. Should regular DRRM funds be deemed inadequate, resource complementation between LGUs, including NGOs, academe, and the private sector are to be undertaken.
- c. Identified roles and responsibilities by the LGU, specific to CBDRRM, should be written in the respective DRRM plans, in addition to the current LDRRMP template.

6.3.4.2 LGU development plans⁶

- a. The CBDRRM implementation program being part of the respective DRRM plans should be among the primary references during the development/updating of LGU development plans (e.g., Ecological Profile, Comprehensive Development Plan, Comprehensive Land Use Plan).

6.3.5 Development of monitoring and evaluation system for CBDRRM

- 6.3.5.1 The national DRRM council, in coordination with the regional and local DRRM councils, shall develop a monitoring and evaluation system specific to the regular implementation of the CBDRRM program. The M&E system includes tools, templates, and reporting system, among others.
- 6.3.5.2 Local government units, through the respective DRRM offices, shall adhere to monitoring and evaluation guidelines prescribed for CBDRRM program implementation. They are responsible for localizing those guidelines for the collection of monitoring and evaluation information, should the need arise.
- 6.3.5.3 DRRM councils and local government units are responsible for collection and reporting of monitoring and evaluation data that covers their component LGUs.

6.3.6 Advocacy/information and education campaigns

- 6.3.6.1 Sharing of good practices on community-based DRRM shall be done at all levels, through the local DRRM councils.
- 6.3.6.2 Official disaster risk information (e.g., hazard and risk maps) shall be made available and/or disseminated by the respective government agencies (e.g., DENR – NAMRIA, MGB; DOST – PAGASA, PHIVOLCS) to LGUs and other government agencies within the prescribed period stipulated in their citizens' charters.

6.0 Dissemination

Member agencies of the respective national, regional, and local DRRM councils, including, Metro Manila DRRM Council and ARMM DRRM Council, shall widely disseminate related documents that may follow this concept paper (e.g., guidelines, M&E system and tools, IEC materials) to all LGUs within their territorial jurisdiction through the issuance of memorandum circulars, resolutions, and/or ordinances as applicable, within 1 month from approval.

⁵ Reference to provisions of Joint NDRRMC, DBM, and DILG Memorandum Circular 2013-01 and COA Circular No. 2012-002 (see Appendix 7.3)

⁶ Samples of integration to development plans (see Appendix 7.2)



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APPENDIX



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7.0 Appendices

7.1 Roles and responsibilities

(a) National DRRMC, Office of Civil Defense – Central Office

- a. Development, reiteration, and integration of policies, plans, and guidelines to facilitate a unified approach to promote CBDRRM activities at all levels.
- b. Harmonization and development of standardized guidelines, manuals, training programs/modules, and tools to implement CBDRRM activities.
- c. Coordination primarily with the regional level, and subsequently to the local levels to implement/promote CBDRRM activities.
- d. Development of criteria and procedures for certification of CBDRRM.
- e. Development of an overall monitoring and evaluation system, reporting templates, and other tools for efficient documentation of CBDRRM implementation at all levels.
- f. Provision of technical and budgetary support primarily for regional- and local-level CBDRRM training implementation.
- g. Advocacy/information campaigns for CBDRRM activities at the national level.

(b) DRRM Training Institutes

▪ *National DRRM Training Institute*

- a. Conduct of CBDRRM training to target stakeholders from OCD Regional Offices, provincial, municipal, and City DRRM offices, and DRRM councils, based on standardized guidelines, manuals, training programs/modules, and tools prepared by the NDRRMC.
- b. Conduct of CBDRRM training directly to barangay DRRM committee members and Barangay Development Council members, as the need arises.
- c. Coordination with scientists and experts from key national government agencies for the provision of technical support and science-based inputs during such CBDRRM activities.
- d. Submission of quarterly accomplishment reports of CBDRRM activities for LGUs, and an updated list of CBDRRM trainers, to the NDRRMC.
- e. Provision of technical support for the preparation and review of CBDRRM standardized guidelines, manuals, training programs/modules, tools, and trainer accreditation system.

▪ *Accredited DRRM Training Institutes: National Government Agencies, Government Owned and Controlled Corporations, Private Sector, Academe, Civil Society Organizations, Non-governmental organizations*

- a. Provision of CBDRRM training of trainers to LGUs, based on standardized guidelines, manuals, training programs/modules, and tools prepared by the NDRRMC. Training schedules will be based on the CBDRRM implementation plan prepared by each level.
- b. Coordination with scientists, and experts from key national government agencies for the provision of technical support and science-based inputs during such CBDRRM activities.
- c. Submission of quarterly accomplishment report of CBDRRM activities for LGUs, and an updated list of CBDRRM trainers, to the NDRRMC.



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- d. Provision of technical support for the preparation and review of CBDRRM standardized guidelines, manuals, training programs/modules, tools, and trainer accreditation system.
- (c) Regional DRRMCs, Office of Civil Defense – Regional offices
- a. Development of regional implementation plan to promote CBDRRM training and related support activities in the regions based on the concept paper.
 - b. Conduct of training of trainers to target stakeholders from provincial, municipal and city DRRMOs and DRRMCs by using standardized guidelines, manuals, and tools prepared by the NDRRMC.
 - c. Maintenance and quarterly updating of database for the CBDRRM pools of trainers.
 - d. Coordination, regular monitoring, evaluation, and feedback at the provincial level in the implementation/promotion of CBDRRM training and related support activities, using standard M&E system and templates developed by the NDRRMC.
 - e. Provision and/or outsourcing of technical and budgetary support for training implementation primarily to the provincial level, including the dissemination of the latest available official hazard/risk data and maps to the local level.
 - f. Advocacy/information campaigns for CBDRRM activities at the regional level.
- (d) Provincial DRRMC, Provincial LGU, Provincial PDC, Provincial DRRMO
- a. Development of provincial implementation plan to promote CBDRRM training and related support activities in the province based on concept paper.
 - b. Conduct of training of trainers to target stakeholders from Municipality and City DRRMOs by using standardized guidelines, manuals, and tools prepared by OCD.
 - c. Maintenance and quarterly updating of database for the CBDRRM pools of trainers.
 - d. Coordination, regular monitoring, evaluation and feedback with constituent cities/municipalities in the implementation/promotion of CBDRRM training and related support activities using standard M&E system and templates developed by the NDRRMC.
 - e. Provision and/or outsourcing of technical and budgetary support for CBDRRM training implementation primarily to constituent cities/municipalities, including the dissemination of the latest available official hazard/risk data and maps.
 - f. Advocacy/information campaigns for CBDRRM at the provincial level.
- (e) City/Municipal DRRM councils, City/Municipal LGU, City/Municipal DRRM offices
- a. Development of city/municipal implementation plan to promote CBDRRM training and related support activities based on need for complementation, consistency; and as integration of the provincial CBDRRM and barangay-level implementation plan.
 - b. Conduct of training of trainers to target stakeholders from barangay DRRMC and BDC members based on standardized guidelines, manuals, and tools prepared by the NDRRMC.
 - c. Maintenance and quarterly updating of database for the CBDRRM pools of trainers.
 - d. Coordination, regular monitoring, evaluation and feedback with constituent barangays in the implementation /promotion of CBDRRM training and related support activities using standard M&E system and templates.
 - e. With reference to results of risk assessments and subsequent analysis, identify and customize local-level indicators, targets, and activities related to CBDRRM, for input to LDRRM plans.



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- f. Provision and/or outsourcing of technical and budgetary support for training implementation to constituent barangays, including the dissemination of the latest available official hazard/risk data and maps.
 - g. Advocacy/information campaigns for CBDRRM both at the city/municipal and barangay levels.
- (f) Barangay Development Councils, Barangay DRRM Committees, *Sangguniang Kabataan* Councils
- a. Development of CBDRRM implementation plan at the barangay-level.
 - b. Conduct of CBDRRM training and related support activities to all *puroks, barrios, sitios*, based on standardized guidelines, manuals, and tools prepared by the NDRRMC.
 - c. Conduct of regular monitoring, evaluation and feedback of CBDRRM activities and utilization of BDRRM Fund to parent LGU, NGA field offices using standard M&E system and templates developed by the NDRRMC.
 - d. Advocacy/information campaigns for CBDRRM and complementary programs and activities.
- (g) Leagues of Barangays, Municipalities, Cities, Provinces

With reference to the provision stipulated in sections 495 (a-f), 498 (a-h), 501 (a-h), 504 (a-h) of RA 7160, leagues of local government units from the provincial to the *barangay* level, are to perform the following in relation to the implementation of CBDRRM activities:

- a. Assist in the DRRM for the welfare of their constituents in their respective areas and levels of governance and administration.
- b. Promote local autonomy within their respective jurisdictions, with regard to the utilization of local resources especially for disaster preparedness and mitigation activities.
- c. Encourage people's participation in community-based DRRM in order to promote united and concerted action to achieve the NDRRMP 2013-2028 vision of safer, adaptive, resilient communities.



7.2 Examples of CBDRRM Activities to be integrated in local development plans

EXAMPLES OF OUTPUTS FROM CBDRRM ACTIVITIES	AREAS FOR INTEGRATION TO LOCAL DEVELOPMENT PLANS
<ul style="list-style-type: none"> ➤ Community Risk Assessment/Disaster Profiling <ul style="list-style-type: none"> ○ elements at risk and sources of vulnerability ○ available resources, capacities, and existing DRRM activities ➤ Establishment of community-based DRRM groups ➤ Contingency planning, Evacuation planning ➤ Development/updating of Barangay DRRM plans 	<p>Inputs to Comprehensive Development Plan (CDP)</p> <ul style="list-style-type: none"> ➤ LGU Ecological profile ➤ Visioning exercise ➤ CDP-ELA planning matrix ➤ Problem analysis per sector <p>Inputs to Comprehensive Land Use Plan (CLUP)</p> <ul style="list-style-type: none"> ➤ Profile <ul style="list-style-type: none"> ○ Natural and physical characteristics Land Use, Environmental Condition ➤ Step 2: Identification of Planning Stakeholders <ul style="list-style-type: none"> ○ e.g. CBDRRM group members as participants to planning ➤ Step 3: Visioning Exercise <ul style="list-style-type: none"> ○ success indicators for desired end-state ○ vision-reality gap ➤ Step 4: Situational Analysis ➤ Step 6: Development thrusts ➤ Step 7: Preparing the LUP <ul style="list-style-type: none"> ○ balancing land supply and demand ○ issuance of land use policies

7.3 Legal bases

These guidelines for CBDRRM implementation is hereby disseminated based on the following legal provisions:

A. Laws

a.1 R.A. 10121

- a) Section 2 – It is the policy of the state to recognize and strengthen the capacities of LGUs and communities in mitigating and preparing for, responding to, and recovering from the impacts of disasters.
- b) Section 12(c) – The provincial, city, and municipal DRRMOs or BDRRMCs shall perform the following functions with impartiality given the emerging challenges brought by disasters:
 - (a) 2. Facilitate and support risk assessments and contingency planning activities at the local level
 - (b) 3. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map
 - (c) 4. Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction and management at the local level
 - (d) 5. Operate a multi-hazard early warning system, linked to disaster risk reduction to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication with rural communities



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- (e) 9. Identify, assess, manage the hazards, vulnerabilities, and risks that may occur in their locality
- (f) 10. Disseminate information and raise public awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter measures.

c) Section 14 – The NDRRMC, the RDRRMCs, the LDRRMCs, the LDRRMOs, the BDRRMCs, and the SK councils shall encourage community, specifically the youth, participation in DRRM activities, such as organizing quick response groups, particularly in identified disaster-prone areas, as well as the inclusion of DRRM programs as part of the SK programs and projects. The public sector employees shall be trained in emergency response and preparedness. The training is mandatory for such employees to comply with the provisions of this Act.

d) Section 15 – The NDRRMC and intermediary LDRRMCs shall always act as support to LGUs which have the primary responsibility as first disaster responders.

A.2 R.A. 7160 - Local Government Code

a) Pursuant to Sec. 389 (b)(6), Sec. 444 (b) (viii), Sec. 455 (b) (vii), Sec. 465 (b) (vii), *Punong Barangays*, Municipal Mayors, City Mayors, and Governors, are mandated to carry out such emergency measures as may be necessary during, and in the aftermath of man-made and natural disasters and calamities

b) Pursuant to Sec. 447 (1) (iv), Sec. 458 (1) (iv), Sec. 468 (1) (iv), City, Municipal, and Provincial Development Councils are to adopt measures to protect the inhabitants of the city from the harmful effects of man-made or natural disasters and calamities, and to provide relief services and assistance for victims during and in the aftermath of said disasters or calamities and their return to productive livelihood following said events

A.3 R.A. 9729 – Climate Change Act of 2009

a) Sec. 11 – Framework Strategy and Program on Climate Change

The framework shall include, but not limited to, the following components:

a.1 National priorities; impact vulnerability, and adaptation assessments; policy formulation; compliance with international commitments; research and development; database development and management; academic programs, capability building and mainstreaming; advocacy and information dissemination; monitoring and evaluation; and, gender mainstreaming

b) Sec. 14 – Local Climate Change Action Plan

b.1 The LGUs shall be the frontline agencies in the formulation, planning, and implementation of climate change action plans in their respective areas, consistent with the provisions of the Local Government Code, the Framework, and the National Climate Change Action Plan.

i. Barangays shall be directly involved with municipal and city governments in prioritizing climate change issues and in identifying and implementing best practices and other solutions. Municipal and city governments shall consider climate change adaptation, as one of their regular functions. Provincial governments shall provide technical assistance, enforcement and information management in support of municipal and city climate change action plans. Inter-local government unit collaboration shall be maximized in the conduct of climate-related activities.



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- ii. LGUs shall regularly update their respective action plans to reflect changing social, economic, and environmental conditions and emerging issues.
- iii. The LGU is hereby expressly authorized to appropriate and use the amount from its Internal Revenue Allotment necessary to implement said local plan effectively, any provision in the Local Government Code to the contrary notwithstanding.

c) Sec. 18 – Funding allocation for Climate Change

- c.1 All relevant government agencies and LGUs shall allocate from their annual appropriations adequate funds for the formulation, development, and implementation, including training, capacity building and direct intervention, of their respective climate change and energy-saving solutions to mitigate these effects, and initiatives, through educational and training programs and micro-credit schemes, especially women in rural areas. In subsequent budget proposals, the concerned offices and units shall appropriate funds for program/project development and implementation, including training and education in climate change.

A.4 R.A. 10174 – the People’s Survival Fund

a) Sec. 20 – Uses of the Fund

- a.1 The fund shall be used to support adaptation activities of local governments and communities, such as, but not limited to the following:
 - i. (climate change) adaptation activities, where sufficient information is available to warrant such activities in the areas of water resources management, land management, agriculture and fisheries, health, infrastructure development, natural ecosystems including mountainous and coastal ecosystems
 - ii. Forecasting and early warning systems as part of preparedness for climate-related hazards
 - iii. Supporting institutional development, for local governments, in partnership with local communities and civil society groups, for preventive measures, planning, preparedness and management of impacts relating to climate change, including contingency planning, in particular, for droughts and floods in areas prone to extreme climate events
 - iv. Serving as guarantee for risk insurance needs for farmers, agricultural workers and other stakeholders

B. Policies

B.1 NDCC / NDRRMC memoranda

- a) MC 2010 – 1: Preparation of Regional Disaster Risk Profile and Revision of Disaster Risk Management Plan by the RDCCs/OCD Regional Directors

The following are Chairman, NDCC’s guidance and instructions to RDCCs through the OCD Regional Directors on DRM priority concerns:

- Preparation and use of scientific tools in disaster risk management (DRM) particularly multi-hazard maps in coordination with scientific / technical agencies



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- Conduct of research on the disaster history of the region, preparation of a regional disaster risk profile (including all the river systems that are crisscrossing the region, inventory of government structures in risk areas, etc.) and come up with a regional DRM Plan
- Plan and implement hazard awareness and information/education program for the concerned communities with the use of the multi-hazard maps; and
- Conduct of regular disaster drills and exercises with scenarios consistent with hazards peculiar to the area of responsibility (AOR)

b) MC 2003 – 24: “Zero Casualty” During Calamities

Prevention of casualties can be done by conducting vulnerability assessments of areas that are prone to hazards. These assessments shall be our (*MMDC, RDCCs, LDCCs, OCD Regional Centers, Civil Defense Deputized Coordinators*) basis in prioritizing forced evacuation of residents living along identified hazard areas. These assessments shall likewise be the basis of evacuation plans and management of designated evacuation centers.

c) MC 1997 – 06: Enhancement of Disaster Monitoring and Disaster Preparedness Activities

To ensure a quick and effective response to disasters or emergencies, all concerned are enjoined to enhance their disaster preparedness activities, particularly on disaster monitoring and reporting, public awareness campaign, and resources canvassing. For this purpose, you (*RDCCs and Local DCCs*) are hereby directed to undertake the following:

- 2. Periodic conduct of community and organizational drills to test the readiness of the general public and the DCCs during disasters/emergencies
- 3. Conduct of inventory of existing indigenous rescue equipment and personnel in your (*RDCCs and Local DCCs*) region

d) MC 1997 – 05: Guidance on Disaster Management to RDCCs

All RDCC Chairmen are enjoined to intensify disaster preparedness and mitigation programs in their respective AORs based on the following:

- 1. Re-examine the local DCCs disaster preparedness system, determine weaknesses and provide measures that will strengthen the capabilities of these councils particularly at the municipal and barangay levels
- 2. Look toward the decentralization and devolution of disaster management to the Local Government Units provided for by R.A. 7160 and its amendment under R.A. 8185
- 7. Insure the active involvement of media in public awareness campaign to enhance community participation in disaster reduction to prevent loss of life and property and strengthen self-confidence and resilience of local communities to cope with disasters.
- 8. Strengthen early warnings of impending disasters utilizing existing communication links, particularly with the broadcast media, to insure timely, effective, and widest dissemination to the public.
- 9. Provide support and assistance to the lower Disaster Coordinating Councils to make them self-reliant, capable of mobilizing their own resources, particularly during emergencies.

e) MC 2004 – 31: Preparations for the Rainy/Typhoon Season and its Attendant Risks



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All concerned (*NDCC, RDCCs, MDCC, LDCCs*) are enjoined to undertake preparedness, mitigation and prevention measures to minimize the adverse impact of typhoons and their attendance risks, such as the following:

- 5. Ensuring the enforcement of land-use and/or building regulations pertinent to flood and typhoon preparedness and mitigation
- 6. Enhancement of local DCC organization and disaster response training, especially in the barangay level
- 9. Calling on community to stockpile basic necessities, such as flashlights, batteries, food, clothing and medical supplies; shore/prop their houses made of light materials; and dredge canals, rivers, creeks and other tributaries which tend to overflow during rainy season

B.2 DILG memoranda on DRRM

a) MC 2007 – 153: Precautionary measures against natural disasters and calamities

Local Chief Executives are advised to ensure that all preparedness and response mechanism and structures are in place and functional, such as such as the installation of early warning device systems, plans for early evacuation especially in high risk areas, rescue and emergency operations, relief goods distribution, medical assistance, agricultural and livelihood rehabilitation services, and other related activities.

b) MC 2009 – 171: Search and Rescue Plan

All concerned authorities (*LDCC members, response teams, heads of local PNP, BFP, community stakeholders*) are enjoined to formulate, and periodically update, their Search and Rescue Plans, to be incorporated in the LDCC Plans, with particular emphasis on floods and landslides, which should contain the following elements: Vulnerable areas, and population at risks (*people with special needs, poor infrastructure, vulnerable residences*), early warning system (*city-, municipal-, barangay-wide*), permanent evacuation center (*location, capacity, basic essentials*) - (include in the AIP as priority for funding in the absence of such facility), rescue operations staging areas and routes, manpower and essential equipment, relief goods distribution (*indicate resources, and system for distribution*), reinforcing activities (*conduct of drills and simulated exercises*)

c) MC 2012 – 08: Community preparedness on, and response to, calamity in every flood-prone and landslide-prone barangay

Every City/Municipal Mayor is hereby directed to ensure that the following are carried out:

A) By the *Punong Barangay*

- 2) Conduct regular disaster awareness and response campaign, including drills or exercises to prepare the community in case of a calamity or an emergency
- 3) Organize emergency group of responders, rescue teams or community service brigades
- 5) Provide necessary emergency equipment and supplies, if able
- 6) Install a community-based early warning and alert system to provide accurate and timely advice applicable to an affected community
- 8) Establish an evacuation procedure and implement the same, as warranted
- 9) Depending on the situation, initiate the forced evacuation of affected families or individuals

B) By the City / Municipal DRRMO

- 1) Provide technical assistance and relevant information
- 2) Monitor compliance of the *Punong Barangay* to the directive
- 3) Provide equiptage necessary and other vital infrastructure needed in each barangay



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d) MC 2012 – 27: Inventory of Population at Risk in Vulnerable Areas, Identification of Mitigation Measures and Preparation of Mitigation and Rehabilitation Plans

All Punong Barangays are directed to update the list of populations-at-risk as identified in MC 2009 - 171

e) MC 2012 – 35: Guidelines in ensuring public safety during man-made and natural disasters

- i. LCEs must see to it that training and orientation on the possible natural hazards, vulnerabilities, and climate change risks as well as knowledge management activities on disaster risk reduction and management are organized and conducted at the level by the provincial, city, and municipal DRRMOs and Barangay DRRM Councils, as the case may be.
- ii. These Guidelines shall also be discussed and highlighted, in a language understood by the local residents, during such trainings, orientations and activities. The DRRMOs and BDRRMCs shall also cause the posting of posters, at the conspicuous places of the local government unit, issuance of newsletters, brochures and pamphlets, and, if possible, dissemination through radio and TV advertisements regarding these Guidelines.
- iii. At the onset of the rainy season as declared by the DOST-PAGASA, these trainings, orientations, activities, and information dissemination shall be intensified and made on a regular basis, especially in coastal areas and in areas that are vulnerable to flooding, landslides, and other natural disasters or calamities.
- iv. LGUs, thru their LCEs, shall ensure that the trainings, orientation knowledge management activities and information dissemination be organized and conducted at the local level

f) MC 2012 – 73: Utilization of Local Disaster Risk Reduction and Management Fund

Further, to operationalize the relevant provisions of RA 10121, LGUs are also enjoined to refer to relevant aspects reflected in the National DRRM Plan in the utilization of their LDRRMF such as, but not limited to the following:

- i. **Prevent and Mitigation**
Conduct of risk assessment, vulnerability analysis, and other science-based technology and methodologies to enhance LGUs Ecological Profiles, sectoral studies and mainstream DRR-CCA in CLUP and CDP; Implement Community-Based Monitoring System (CBMS) with CCA/DRRM indicators; Capacity building on mainstreaming DRR/CCA in development planning, investment programming/financing, and project evaluation and development; Conduct vulnerability analysis and risk assessment for critical facilities and infrastructure; Develop and establish early warning system; Develop tools on risk assessment
- ii. **Preparedness**
Conduct of trainings on disaster preparedness and response, search, rescue and retrieval operations; Conduct of simulation exercises at various levels to test plans and skills; Develop IEC campaign and marketing plans; Develop and institutionalize EWS information sharing between LGUs/communities and with the national government; Develop multi-stakeholders dialogues; Conduct regular review of contingency plans; Develop information and database generation

B.3 Other NGA memoranda

a) Joint Memorandum Circular 2013 – 1: Allocation and Utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF)

- i. Utilization of the LDRRMF for Disaster Prevention and Mitigation:



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- Conduct of risk assessment, vulnerability analysis, and other science-based technology and methodologies to enhance LGU ecological profile, sectoral studies and mainstream disaster risk reduction activities / climate change adaptation (CCA) in Comprehensive Land Use Program (CLUP) and Comprehensive Development Plan (CDP)

- Capability-building on mainstreaming DRRM and CCA in development planning, investment programming / financing, project evaluation and development
- Development of tools on risk assessment

ii. Utilization of the LDRRMF for Disaster Preparedness:

- Conduct of trainings on disaster preparedness and response, search and rescue and retrieval operations at the (a) national and (b) local levels
- Conduct of simulation exercises at various levels to test plans and skills
- Development of information, education, and communication (IEC) campaign and information sharing between LGUs / communities and the national government
- Development of information and database

b) COA Circular 2012 – 002: Accounting and Reporting Guidelines for the LDRRMF of LGUs, NDRRMF given to LGUs and Receipts from Other Sources

The LDRRMF shall be used to support disaster risk management activities such as, but limited to:

- 3.1 Pre-disaster preparedness programs such as training of personnel, and purchase of life-saving and rescue equipment, and supplies and medicines

C. Plans

C.1 National DRRM Plan 2011-2028 (some indicators related to CBDRRM)

a) TA 1: DISASTER PREVENTION AND MITIGATION

- i. Conduct hazards mapping and assessment at town / city to barangay levels
- ii. Establish community-based early warning system for various hazards

b) TA 2: DISASTER PREPAREDNESS

- i. Number of communities trained on disaster preparedness and response
- ii. Number of DRRM training institutions established at various levels / areas
- iii. Conduct risk assessments, contingency planning, knowledge management, and training activities
- iv. Number of approved disaster risk preparedness and response plans

C.2 National Climate Change Action Plan 2011-2028 (some indicators related to CBDRRM)

a) Ecological and Environmental Stability

- i. Hazard, vulnerability and adaptation maps produced for all ecosystems

b) Human Security

- i. Vulnerability and risk assessments conducted in all provinces
- ii. Number of local community implementing CCA-DRRM
- iii. Number of communities reached by IEC program

c) Knowledge and Capacity Development

- i. Number of vulnerability and risk assessments conducted
- ii. Number of climate change resource networks accessed by LGUs and local communities



C.3 Philippine Development Plan (PDP 2011 – 2016)

a) Chapter 10: DRRM/CCA strategies

- i. Mainstream DRRM and CCA into existing policies
- ii. Grant a priority to mainstreaming DRR and CCA initiatives in budget allocation
- iii. Conduct geohazard mapping and risk assessments especially for highly susceptible communities and areas for the formulation and implementation of DRRM plans

C.3 Hyogo Framework for Action (Key priorities)

a) (1) Ensure that disaster risk reduction is a national and a local priority with a strong institutional basis for implementation:

- i. I-b) integrate risk reduction, as appropriate, into development policies and planning at all levels of government, including poverty reduction strategies and sectors, and multi-sector policies and plans
- ii. I-d) Recognize the importance and specificity of local risk patterns and trends, decentralize responsibilities and resources for disaster risk reduction to relevant sub-national or local authorities, as appropriate
- iii. I-f) allocate resources for the development and implementation of disaster risk management policies, programmes, laws, and regulations on disaster risk reduction in all relevant sectors and authorities at all levels of administrative and budgets on the basis of clearly prioritized actions
- iv. I-h) Promote community participation in disaster risk reduction through the adoption of specific policies, the promotion of networking, the strategic management of volunteer resources, the attribution of roles and responsibilities, and the delegation and provision of the necessary authority and resources

b) (2) Identify, assess and monitor disaster risks and enhance early warning

- i. I-a) develop, update periodically and widely disseminate risk maps and related information to decision-makers, the general public and communities at risk in an appropriate format
- ii. I-d) Develop early warning systems that are people-centered, in particular systems whose warnings are timely and understandable to those at risk, which take into account the demographic, gender, cultural and livelihood characteristics of the target audiences, including guidance on how to act upon warnings, and that support effective operations by disaster managers and other decision makers

c) (3) Use knowledge, innovation, and education to build a culture of safety at all levels

- i. I-a) Provide easily understandable information on disaster risks and protection options, especially to citizens in high-risk areas, to encourage and enable people to take action to reduce risks and build resilience. The information should incorporate relevant traditional and indigenous knowledge and cultural heritage and be tailored to different target audiences, taking into account cultural and social factors
- ii. I-l) Promote community-based training initiatives, considering the role of volunteers, as appropriate, to enhance local capacities to mitigate to and cope with disasters
- iii. I-p) Promote the engagement of the media in order to stimulate a culture of disaster resilience and strong community involvement in sustained public education campaigns and public consultations at all levels of society

d) (4) Reduce the underlying risk factors

- i. I-l) Promote the establishment of public-private-partnerships to better engage the private sector in disaster risk reduction activities; encourage the private sector to foster a culture of disaster



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- prevention, putting greater emphasis on, and allocating resources to, pre-disaster activities such as risk assessments and early warning systems
- ii. I-q) Incorporate disaster risk assessment into rural development planning and management, in particular with regard to mountain and coastal flood plain areas, including through the identification of land zones that are available and safe for human settlement
- e)(5) Strengthen disaster preparedness for effective response at all levels
- i. I-d) Prepare or review and periodically update disaster preparedness and contingency plans and policies at all levels, with a particular focus on the most vulnerable areas and groups. Promote regular disaster preparedness exercises, including evacuation drills, with a view to ensuring rapid and effective disaster response and access to essential food and non-food relief supplies, as appropriate to local needs.
 - ii. I-f) Develop specific mechanisms to engage the active participation and ownership of relevant stakeholders, including communities, in disaster risk reduction, in particular building on the spirit of volunteerism.

7.4 Definition of terms

- (a) **Barangay DRRM Committee** – a regular committee of the barangay development council, which shall be responsible for setting the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction. Participation of at least two (2) CSO representatives from existing and active community-based people’s organizations representing the most vulnerable and marginalized groups in the barangay shall be ensured.
- (b) **CBDRRM training of trainers (ToT)** – standard training for CBDRRM trainers endorsed by the national DRRM council
- (c) **CBDRRM pool of trainers** – immediate output of the CBDRRM training of trainers (ToT) to be established at the national, regional, and LGU levels. They are primarily responsible for cascading CBDRRM training from national, regional, and LGU levels
- (d) **Communities** - *puroks, barrios, sitios*, within barangays and may also pertain to homeowner’s associations, faith-based organizations, livelihood-based groups, cooperatives, youth sector, PWD, women, senior citizens, etc.
- (e) **Community-based DRRM group** – an organized community group who have involvement in DRRM. Membership of CBDRRM groups to Barangay DRRM Committee may be institutionalized through sub-committees (*preparedness, prevention and mitigation, response, recovery and rehabilitation*).
- (f) **Community-based DRRM plan** – the document to be formulated and implemented by communities and barangay LGUs, that sets out goals and specific objectives for reducing disaster risks together with related actions to accomplish these objectives
- (g) **Component LGU** – administrative area of jurisdiction of a particular higher LGU (e.g., component cities and municipalities of the provincial LGU; component barangays of a city/municipality)
- (h) **Disaster Preparedness** – the knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from – the impacts of likely, imminent, or current hazard events or conditions. It is based on sound analysis of disaster risk, and good linkages with early warning



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systems, and includes such activities as contingency planning stockpiling of equipment and supplies, the development of arrangements for coordination, evacuation and public information, and associated training and field exercises. These must be supported by formal institutional, legal and budgetary capacities.

- (i) **DRRM training institutes (TI)** – the National DRRM training institute, and other organizations who are accredited by the NDRRMC, to offer standard DRRM courses to both public and private sectors
- (j) **Local Government Unit (LGU)** – collective term for administrative units from the provincial, city, municipal, and barangay governments
- (k) **Preparedness** – pre-disaster actions and measures being undertaken within the context of disaster risk reduction and management and are based on sound risk analysis as well as pre-disaster activities to avert or minimize loss of life and property , such as but not limited to, community organizing, training, planning, equipping, stockpiling, hazard mapping, insuring of assets, and public information and education initiatives.

B1 Project Design Matrix (PDM)
(Latest Version and Records of modification)

Records of modification

At the beginning of the project from April to July 2012, the priority areas and those detail activities had been discussed between OCD side and Japanese side. And, the Project Design Matrix (PDM) had been modified based on the results of discussion. At the 2nd JCC on August 3rd, 2012, the version 2 of PDM (PDM ver.2) was approved.

In the midterm evaluation activity on October 2013, the revision of the PDM ver.2 was proposed by the midterm evaluation team and then, the implement of workshop for Project Cycle management (PCM) was scheduled on April 2nd, 2013. In this workshop, the detail activities for each component were discussed for modification of the PDM vers.2, and the version 3 of PDM was approved at the 6th JCC on February 2nd, 2014.

The original PDM (March, 2012), the version 2 of PDM (August, 2012) and the version 3 of PDM (February, 2014) are shown on following pages.

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.	<ul style="list-style-type: none"> Results of DRRM activities conducted by relevant GOP organizations Number of plans and/or standards developed for the implementation of NDRRMP by relevant GOP organizations 	<ul style="list-style-type: none"> NDRRMP Activity reports related to NDRRMP Surveys and interviews with relevant GOP organizations 	
Project Purpose Capacity on DRRM of OCD is strengthened	<ul style="list-style-type: none"> Number of DRRM activities conducted by OCD Number of coordination meetings held by OCD with other relevant GOP organizations 	<ul style="list-style-type: none"> NDRRMP OCD's Annual Report Project Progress Report Surveys and interviews with relevant GOP organizations 	<ul style="list-style-type: none"> 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.
Outputs: 1. Planning and implementing capacity of OCD on DRRM is strengthened.	<ul style="list-style-type: none"> NDRRMP is reviewed Results/Achievement of the highly prioritized DRRM activities conducted by OCD based on NDRRMP 	<ul style="list-style-type: none"> NDRRMP Project Progress Report Interviews from relevant GOP organizations 	<ul style="list-style-type: none"> Organizations and members which acquired skills from the Project continue to work for DRRM.
2. DRRM activities including information management are standardized	<ul style="list-style-type: none"> Preparation of guidelines/operation manuals of the priority DRRM activities, especially on the activities of information management Integration of existing databases for DRRM 	<ul style="list-style-type: none"> NDRRMP Guidelines/Operation Manuals Database 	
3. Human resources development plan for DRRM is developed.	<ul style="list-style-type: none"> Development of human resources development plan on DRRM for relevant GOP organizations Updated human resources development plan for OCD 	<ul style="list-style-type: none"> NDRRMP OCD's Annual Report 	
4. Supporting system to Community Based Disaster Risk Management (CBDRM) is strengthened	<ul style="list-style-type: none"> Preparation of the guidelines for implementation of CBDRM activities for communities Preparation of the action plans for OCD to extend CBDRM activities 	<ul style="list-style-type: none"> Guideline of CBDRM CBDRM action plan 	
Activities 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 1-3 Implement the highly prioritized activities in the NDRRMP 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 draft of guidelines and operation manuals on information management and other priority areas 2-5 Develop information management system for DRRM activities 2-6 Conduct drills based on the draft guidelines and operation manuals 2-7 Revise the guidelines and operation manuals management system 3-1 Develop the concept of human resources development plan (for technical capacity building) on DRRM for relevant GOP organizations 3-2 Improve human resources development plan for OCD 3-3 Identify the priority programs/training courses for human resources development on DRRM for relevant GOP organizations 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 4-1 Review the previously conducted CBDRM activities 4-2 Prepare the draft guidelines for implementation of CBDRM activities for communities (the Guidelines for CBDRM activities) 4-3 Conduct the pilot CBDRM activities based on the Guidelines for CBDRM activities (draft) 4-4 Prepare the Guidelines for CBDRM Activities 4-5 Prepare the action plans for OCD to extend CBDRM activities nationwide	Inputs <u>Japanese side:</u> <ul style="list-style-type: none"> 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> <ul style="list-style-type: none"> Counterpart personnel Office space and other facilities necessary for project activities Necessary operational expenses for the project activates 	<ul style="list-style-type: none"> Relevant GOP organizations cooperate to the project activities. Communities in the pilot areas accept the project <u>Pre-conditions</u> <ul style="list-style-type: none"> Counterpart personnel from OCD permanent staffs/officials is assigned

B1-2

Implementing Agency: Office of Civil Defense (OCD)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.</p>	<ul style="list-style-type: none"> Results of DRRM activities conducted by relevant GOP organizations Number of plans and/or standards developed for the implementation of NDRRMP by relevant GOP organizations 	<ul style="list-style-type: none"> NDRRMP Activity reports related to NDRRMP Surveys and interviews with relevant GOP organizations 	
<p>Project Purpose Capacity on DRRM of OCD is strengthened</p>	<ul style="list-style-type: none"> Number of DRRM activities conducted by OCD Number of coordination meetings held by OCD with other relevant GOP organizations 	<ul style="list-style-type: none"> NDRRMP OCD's Annual Report Project Progress Report Surveys and interviews with relevant GOP organizations 	<ul style="list-style-type: none"> 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.
<p>Outputs: 1. Planning and implementing capacity of OCD on DRRM is strengthened</p>	<ul style="list-style-type: none"> Suggestions for revisions of NDRRMP Number of formulated RDRRMPs, PDRRMPs and LDRRMPs Monitoring system 	<ul style="list-style-type: none"> NDRRMP, RDRRMP, PDRRMP and LDRRMP Project Progress Report Interviews from relevant GOP organizations 	<ul style="list-style-type: none"> Organizations and members which acquired skills from the Project continue to work for DRRM.
<p>2. DRRM activities including information management are standardized</p>	<ul style="list-style-type: none"> Development of NDRP, operation manuals and information management system 	<ul style="list-style-type: none"> NDRRMP and NDRP Operation Manuals Database 	
<p>3. Human resources development plan for DRRM is developed</p>	<ul style="list-style-type: none"> Formulation of National level concept of human resources development on DRRM Development of operation plan for DRRM TI Improvement of technical capacity development plan for OCD 	<ul style="list-style-type: none"> NDRRMP OCD's Annual Report National level concept on human resources development on DRRM Documents issued by OCD on human resources development 	
<p>4. Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened</p>	<ul style="list-style-type: none"> Preparation of the guidelines for implementation of CBDRRM activities Preparation of the action plans for OCD to implement CBDRRM activities 	<ul style="list-style-type: none"> Guideline of CBDRM CBDRM action plan 	
<p>Activities 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") 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</p>	<p>Inputs <u>Japanese side:</u></p> <ul style="list-style-type: none"> 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 	<p><u>Philippine side:</u></p> <ul style="list-style-type: none"> Counterpart personnel Office space and other facilities necessary for project activities Necessary operational expenses for the project activities 	<ul style="list-style-type: none"> Relevant GOP organizations cooperate with the project activities. Communities in the pilot areas accept the project <p><u>Pre-conditions</u></p> <ul style="list-style-type: none"> Counterpart personnel from OCD permanent staffs/officials are assigned

B1-4

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal DRRM activities conducted by organizations of the Government of the Philippines (GOP) are improved.	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Report of Sunset Review • Monitoring sheet • Activity reports / Annual Reports of relevant agencies • Disaster Situation Reports • Surveys and interviews with relevant GOP organizations 	
Project Purpose Capacity on DRRM of OCD is strengthened	<ul style="list-style-type: none"> • Plans, manuals and guidelines prepared through the project are authorised. • Concepts, systems and programs prepared through the project are ready for operation. 	<ul style="list-style-type: none"> • Minutes of NDRRMC-TMGs • Reports and documents by OCD • OCD's Annual Report • Surveys and interviews with relevant GOP organizations 	<ul style="list-style-type: none"> • 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.
Outputs: 1. Planning and implementing capacity of OCD on DRRM is strengthened	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Organizations and members which acquired skills from the project continue to work for DRRM.
2. DRRM activities including information management are standardized	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • NDRP • Operation Manual for Response • Database and IMS set in OCD-CO • Training Reports 	
3. DRRM education and training system and capacity is strengthened	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • NDRRMETP • Training module • Civil Defense Career Education and Training Program 	
4. Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • CBDRRM National Policy / Basic Instructor's Guide / Training Module • Action Plan / Monitoring sheet 	
Activities 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	Inputs <u>Japanese side:</u> <ul style="list-style-type: none"> • Dispatch of experts <ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • Counterpart personnel • Office space and other facilities necessary for project activities • Necessary operational expenses for the project activates 	<ul style="list-style-type: none"> • Relevant GOP organizations cooperate to the project activities. • Communities in the pilot areas accept the project <p><u>Pre-conditions</u></p> <ul style="list-style-type: none"> • 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)

Overall Goal, Project Purpose and Outputs

Item	Ver.1.0 (March 2012)	Ver.2.0 (August 2012)	Ver.3.0 (February 2014)	Remarks (Cause)
Overall Goal	(No Revision)			
Project Purpose	(No Revision)			
Outputs:1~2	(No Revision)			
Output 3	Human resources development plan for DRRM is developed.	(No Revision)	DRRM education and training system and capacity is strengthened.	Revised to suit the terminology used in OCD
Output 4	Supporting system to Community Based Disaster Risk Management (CBDRM) is strengthened	Support system to Community Based Disaster Risk Reduction and Management (CBDRRM) is strengthened.		Due to terminology utilizing in the Philippine

Activities for Component - 1

Item	Ver.1.0 (March 2012)	Ver.2.0 (August 2012)	Ver.3.0 (February 2014)	Remarks (Cause)
Activity 1-1	Review and Enhance National Disaster Risk Reduction and Management Plan (hereinafter referred to as “NDRRMP”)	Review and Enhance National Disaster Risk Reduction and Management Plan (hereinafter referred to as “NDRRMP”)	Review and Enhance National Disaster Risk Reduction and Management Plan (hereinafter referred to as “NDRRMP”) on LGU’s DRRM activities	Based on the PCM workshop, the activity has been refined to a more specific activity.
(Deleted)	Facilitate the possible legislation process of the draft of NDRRMP	Facilitate the possible sub-national and local level legislation process of plans prepared through the Project for effective implementation	(Deleted)	The NDRRMP had already been finalized and approved when the Project commenced. Therefore, the target was changed from national to local level during the first revision. However based on the current necessary activity, this activity was deleted during the second revision.
Activity 1-2	Implement the highly prioritized activities in the NDRRMP	Formulate Regional DRRM Plan (RDRRMP)	Formulate selected Regional DRRM Plan (RDRRMP)	Instead of formulating NDRRMP, formulating RDRRMP has been selected. Since Region II was selected as the pilot area for this activity selected was added.
Activity 1-3		Formulate Provincial DRRMP and LGU DRRMP for selected province(s)	Formulate selected LGU DRRM Plans (LDRRMPs)	In addition to formulation of RDRRMP, formulating DRRMPs for LGUs has been selected as one of the activities.
Activity 1-4		Guide DRRM related government agencies in the establishment of	Guide LGUs to monitor development of LDRRMP and establishment of	The phrase has been specified.

		DRRMO	DRRMO	
Indicators	<ul style="list-style-type: none"> • NDRRMP is reviewed. • Results/Achievement of the highly prioritized NDRRM activities conducted by OCD based on NDRRMP 	<ul style="list-style-type: none"> • Suggestions for revisions of NDRRMP • Number of formulated RDRRMPs, PDRRMPs and LDRRMPs • Monitoring System 	<ul style="list-style-type: none"> • 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. 	Changed to countable indicators
Verification	<ul style="list-style-type: none"> • NDRRMP • Project Progress Report • Interviews from relevant GOP organizations 	<ul style="list-style-type: none"> • NDRRMP, RDRRMP, PDRRMP and LDRRMP • Project Progress Report • Interviews from relevant GOP organizations 	<ul style="list-style-type: none"> • 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 	Changed to more suitable means of verification due to changes of indicators.

Activities for Component - 2

Item	Ver.1.0 (March 2012)	Ver.2.0 (August 2012)	Ver. 3.0 (February 2014)	Remarks (Cause)
Activities 2-1~3	(No Revision)			
Activity 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")	(No Revision)	
Activity 2-5		Improve National and Regional operation manual(s) for OCD	Develop OCD Operation Manual for Response	Revised based on exact name of Manual to be formulated in the Project.
Activity 2-6	Develop information management system for DRRM activities	(No Revision)	Develop information management system (IMS) for DRRM activities	(IMS) was added as abbreviation for information management system
Activity 2-7	Conduct drills based on the draft guidelines and operation manuals	Conduct drills based on NDRP and operation manual(s)	Conduct drills based on NDRP, operation manual(s) and IMS	Name of Plan/Manual to be formulated has been determined. IMS has also been added.

Activity 2-8	Revise the guidelines and operation manuals management system	Review and revise NDRP and operation manual(s)	Review and revise NDRP, operation manual(s) and IMS	IMS has also been added.
Indicators	<ul style="list-style-type: none"> Preparation of Guidelines/operation manuals of the priority DRRM activities, especially on the activities of information management Integration of existing database for DRRM 	<ul style="list-style-type: none"> Development of NDRP, operation manuals and information management system 	<ul style="list-style-type: none"> 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. 	Changed to countable indicators
Means of Verification	<ul style="list-style-type: none"> NDRRMP Guidelines/Operation Manuals Database 	<ul style="list-style-type: none"> NDRRMP and NDRP Operation Manuals Database 	<ul style="list-style-type: none"> NDRP Operation Manual for Response Database and IMS set in OCD-CO Training Reports 	Changed to more suitable means of verification.

Activities for Component - 3

Item	Ver.1.0 (March 2012)	Ver.2.0 (August 2012)	Ver. 3.0 (February 2014)	Remarks (Cause)
Activity 3-1	<ul style="list-style-type: none"> Develop the concept of a human resources development plan (for technical capacity building) on DRRM for relevant GOP organizations 	Formulate national level concept of human resources development (for technical capacity building) on DRRM	Develop National DRRM Education and Training Program (NDRRMETP)	Clear Identification and specification of activities based on the terminologies used in OCD
Activity 3-2	<ul style="list-style-type: none"> Identify the priority programs/training courses for human resources development on DRRM for relevant GOP organizations Conduct and review the programs/training courses for human resources development on DRRM for relevant GOP organizations 	Develop operation plan including structured training program for DRRM TI along with implementation and review of priority programs/training courses	Identify and formulate priority training modules for DRRM TIs	
Activity 3-3	<ul style="list-style-type: none"> Improve human resources development plan for OCD Identify the priority programs/training courses for human resources development for OCD Conduct and review the programs/training courses for human resources development for OCD 	Improve technical capacity development plan for OCD including implementation and review of priority programs/training courses	Develop Civil Defense Career Education and Training Program for OCD	

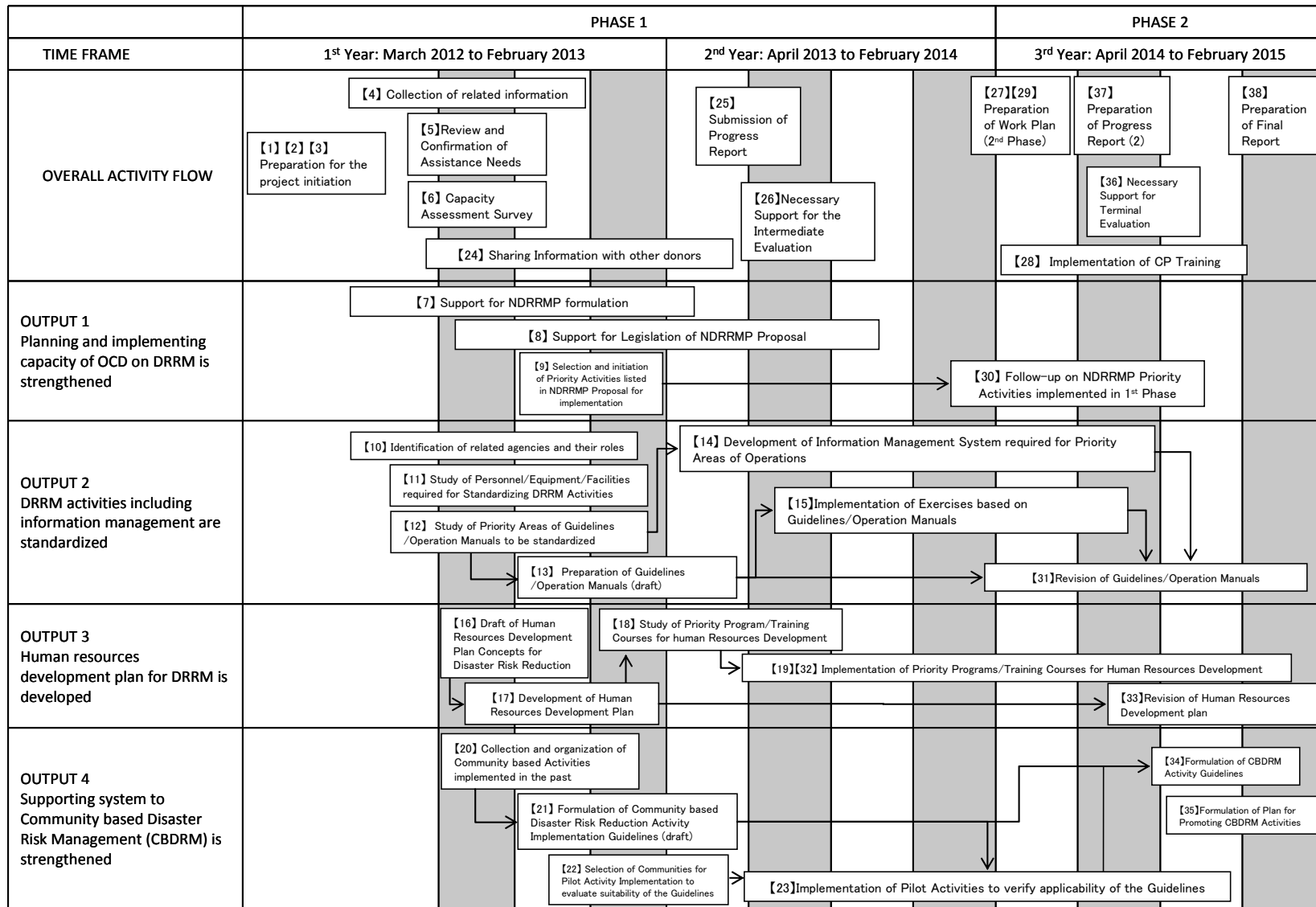
Indicators	<ul style="list-style-type: none"> • Development of human resources development plan on DRRM for relevant GOP organization • Updated human resources development plan for OCD 	<ul style="list-style-type: none"> • Formulation of National level concept of human resources development on DRRM • Development of operation plan for DRRM TI • Improvement of technical capacity development plan for OCD 	<ul style="list-style-type: none"> • 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. 	Change to countable targets to be developed
Means of Verification	<ul style="list-style-type: none"> • NDRRMP • OCD's Annual Report 	<ul style="list-style-type: none"> • NDRRMP • OCD's Annual Report • National level concept on human resources development on DRRM • Documents issued by OCD on human resources development 	<ul style="list-style-type: none"> • NDRRMETP • Training module • Civil Defense Career Education and Training Program 	Means of verification has been specified.

Activities for Component – 4

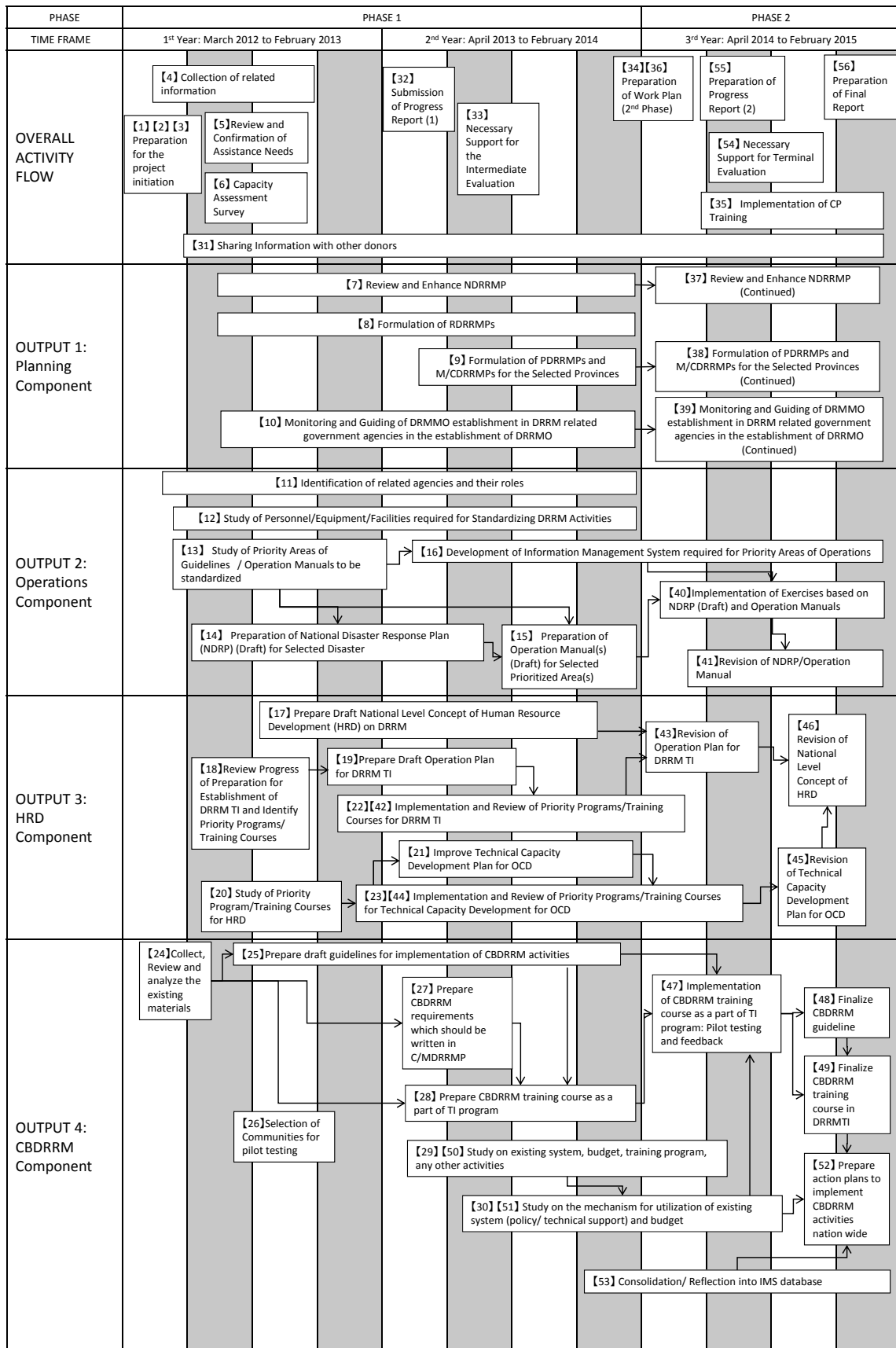
Item	Ver.1.0 (March 2012)	Ver.2.0 (August 2012)	Ver. 3.0 (February 2014)	Remarks (Cause)
Activity 4-1	Review the previously conducted CBDRM activities	Review previously conducted CBDRRM activities	(No Revision)	Changed due to terminology utilizing in the Philippine
Activity 4-2	Prepare the draft guidelines for implementation of CBDRM activities for communities (the Guidelines for CBDRM activities)	Prepare draft guidelines for implementation of CBDRRM activities	Develop CBDRRM National Policy to implement CBDRRM activities.	Revised based on the name of guideline.
Activity 4-3		Finalize guidelines for CBDRRM activities	Develop CBDRRM Training Courses with module including Basic Instructor's Guide	Revised based on the name of guideline.
Activity 4-4	Conduct the pilot CBDRM activities based on the Guidelines for CBDRM activities (draft)	Conduct pilot CBDRRM activities based on draft guidelines	Implement and review pilot CBDRRM activities	
Activity 4-5	Prepare the Guidelines for CBDRM Activities Pre-conditions	Prepare action plan to implement CBDRRM activities nationwide	(No Revision)	Revised based on exact activities
	Prepare the action plans for OCD to extend CBDRM activities nationwide			

B2 Work Flowchart (Latest Version and Records of modification)

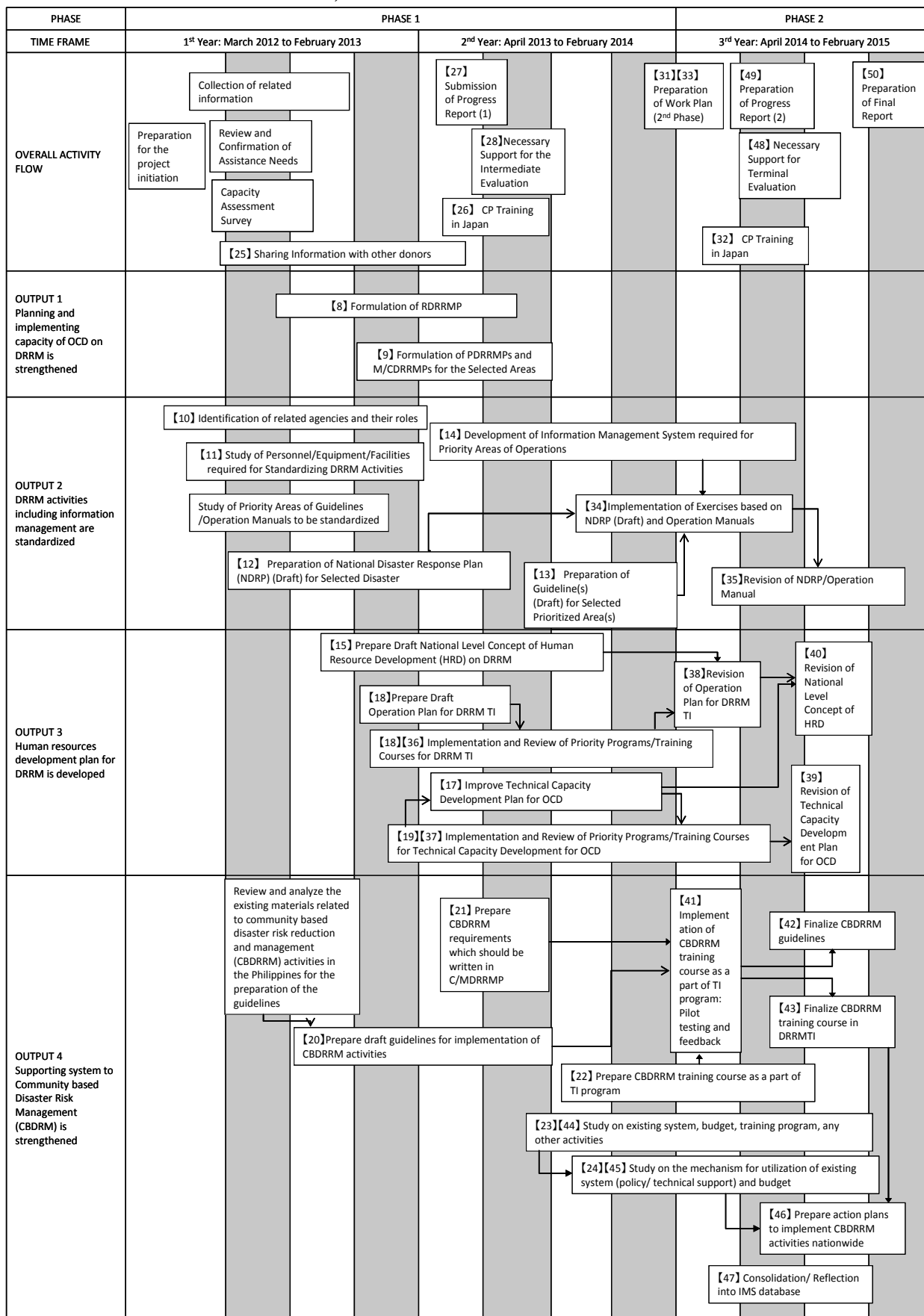
Original Workflow



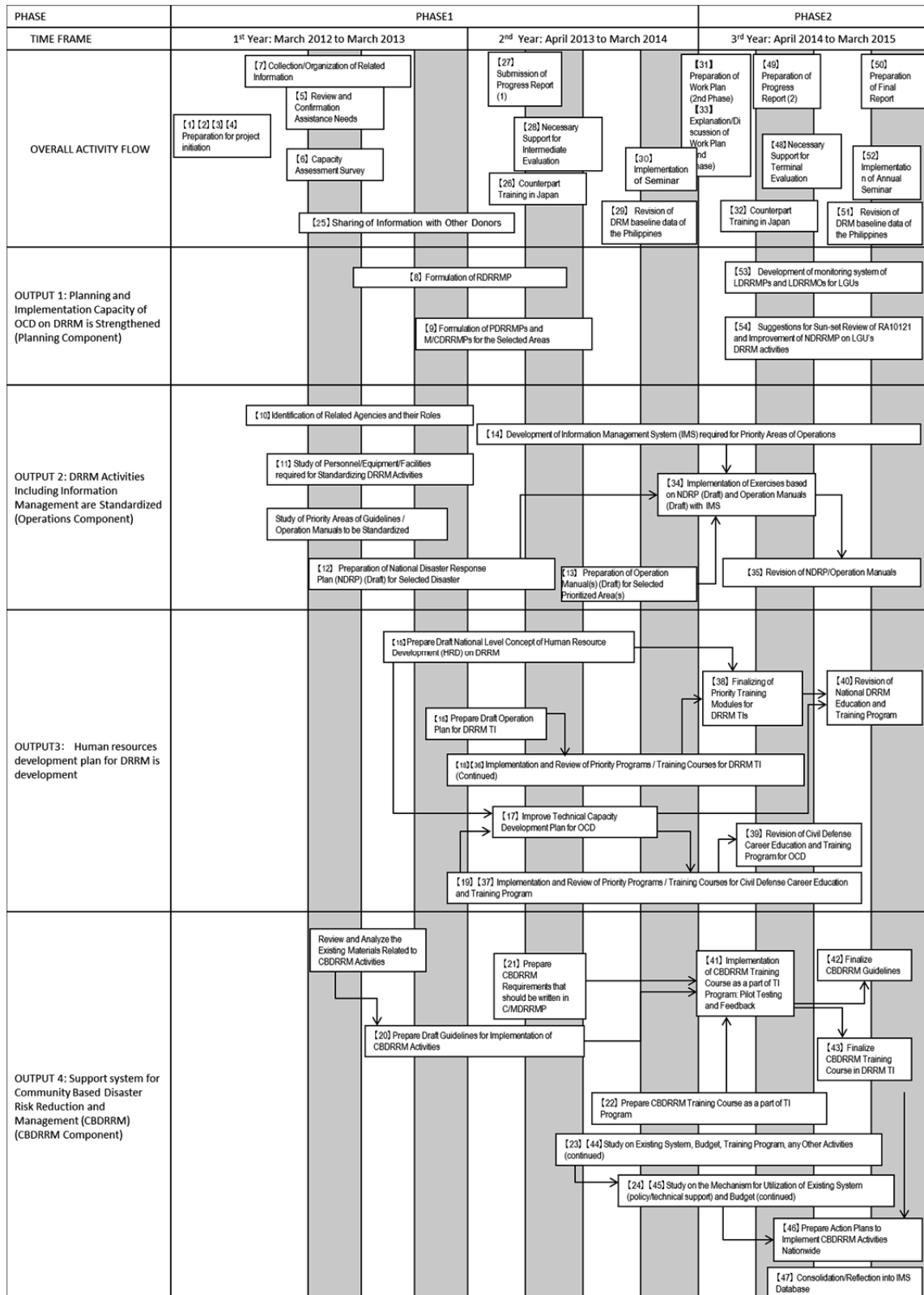
Revised Workflow (March, 2012)



Revised Workflow (March, 2012)

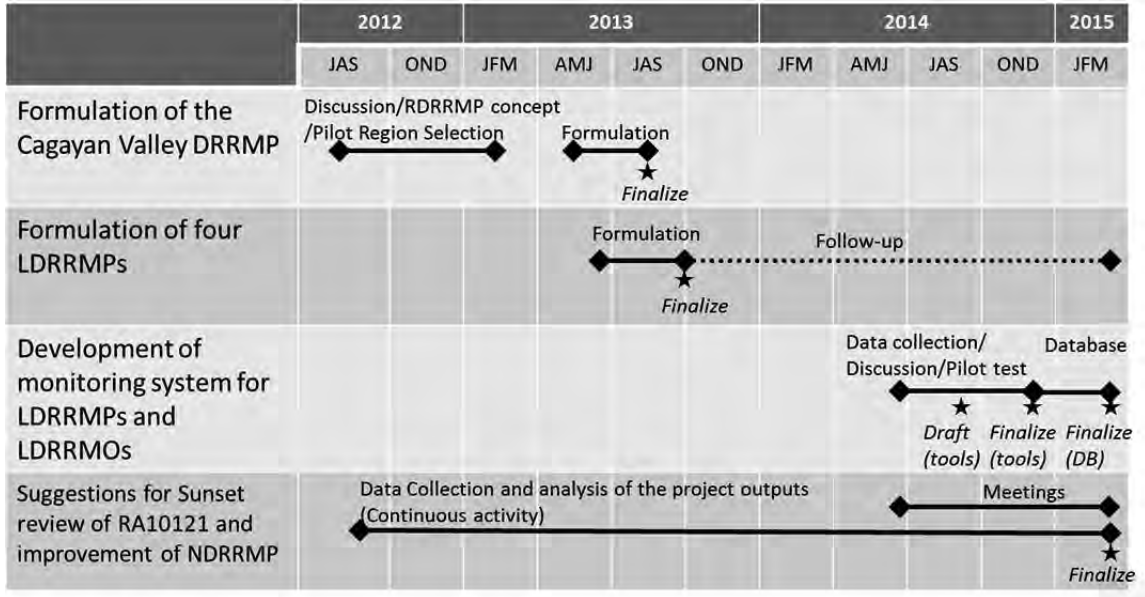


Final Workflow (May, 2014)

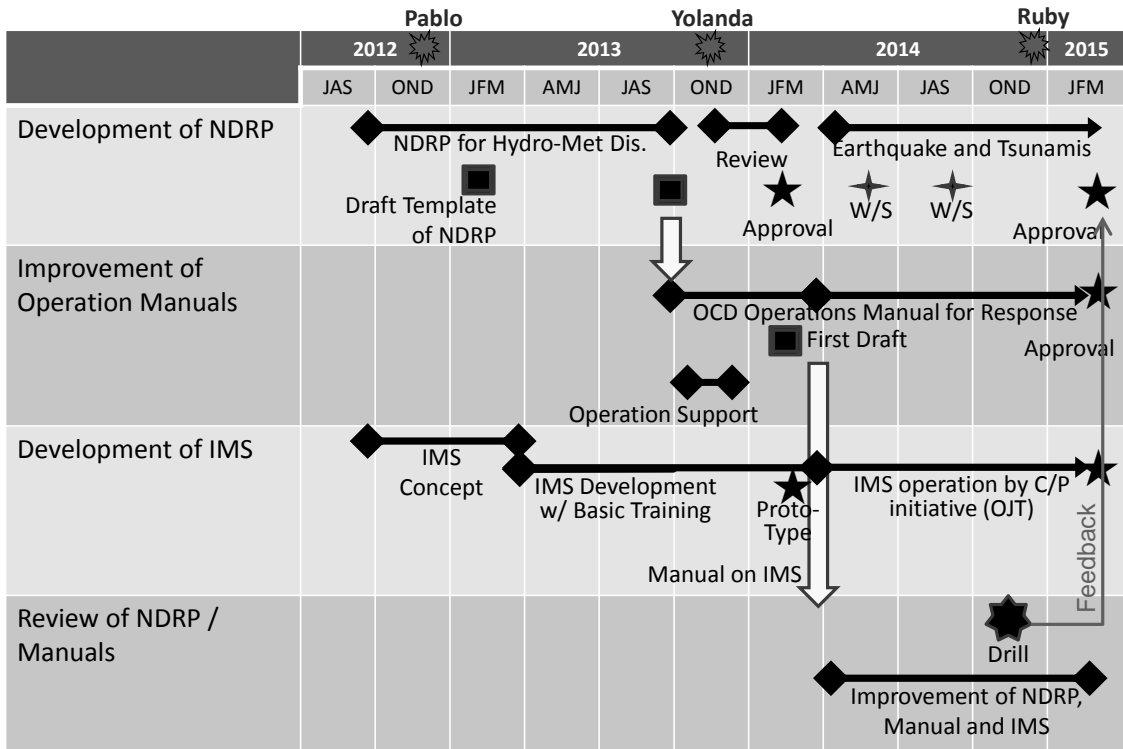


B3 Detail Work Plans

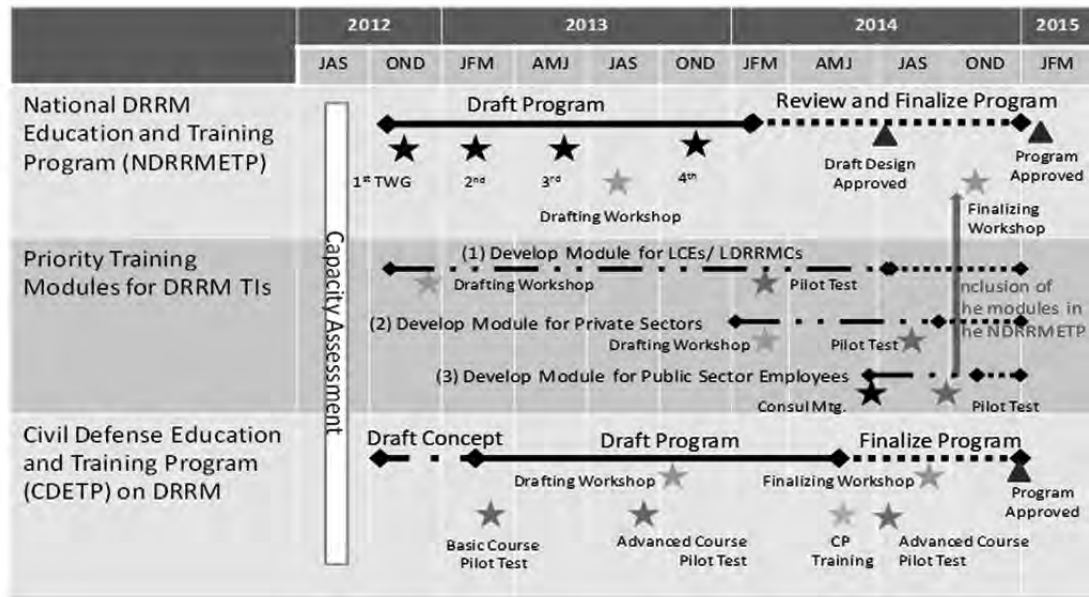
Component1: Plan of Activity



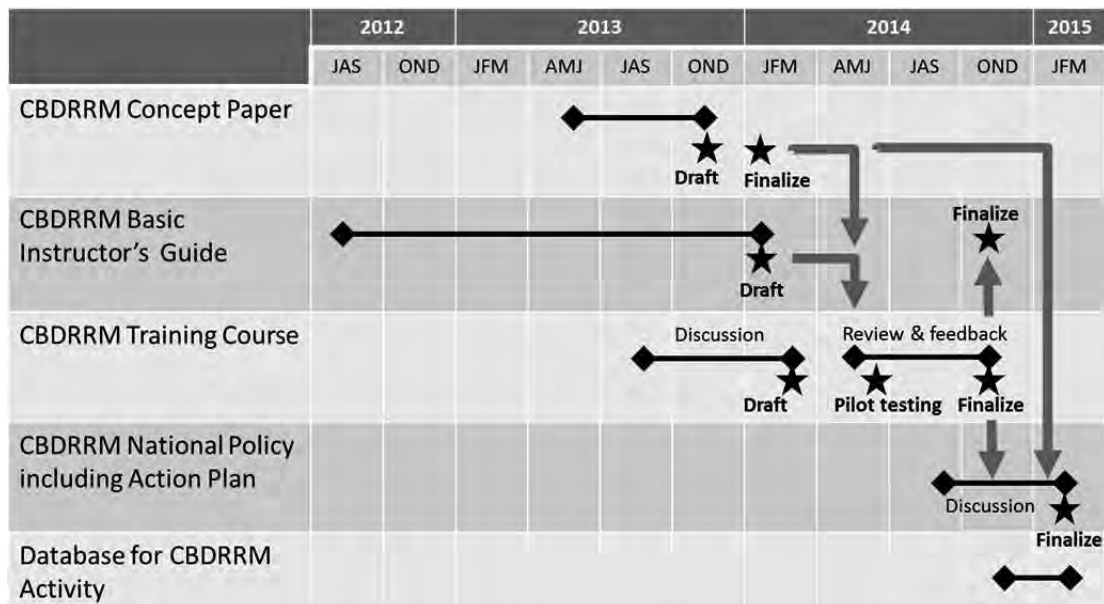
Component2: Plan of Activity



Component3: Plan of Activity



Component4: Plan of Activity



B4 Record for Dispatching Experts (Final Assignment List)

Final Version of Assignment list

Assignment	Name	Third Year											PH	JP	
		2014 (Fiscal Year)													
		May	June	July	August	September	October	November	December	January	February				
Team Leader	Kawasaki		9 15(0.50)	23			24 18(0.57)	11			2 12(0.4)	18	1.50		
Depty Team Leader / CBDRRM 1	Uchikura		2 25(0.83)	26		21 28(0.93)	18		1 20(0.67)	20	13 32(1.07)	14	3.50		
Depty Team Leader / Operation	Suzuki	22 10(0.33)	31		15 16(0.53)	2 11	30(1.00)	9 28(0.93)	21 18	3 21(0.7)	23	6 45(1.50)	19	5.00	
Human Resorce Development	Kodama		8 5(0.17)	12	1 33(1.10)	2	26 37(1.23)	1		23 31(1.03)	23	20 8(0.27)	27 8	14 6(0.2)	4.00
Training Program / CBDRRM 2	Araki		17 20(0.67)	6	7 15(0.50)	21 17(0.57)	9 15			23 28(0.93)	20	26 10(0.33)	4	3.00	
Information Management System	Furuta	22 17(0.56)	7	8 26(0.86)	2				14 26(0.87)	8		27 21(0.70)	17	3.00	
DRRM Technology	Iida	22 10(0.33)	31		23 10(0.33)	1		15 13(0.43)	27	6 9(0.30)	14			1.40	
LDRRM Planning	Kitazawa		1 20(0.67)	20 20(0.67)	30 19		2 18(0.60)	19 24(0.80)	29 22	20 31(1.03)	20	25 10(0.33)	14	4.10	
Project Coordination	Araki						27 19(0.63)	15				11 11(0.37)	19	1.00	
														26.50	

B5 Record for Training of Counterpart Personnel in Japan

Training of Counterpart Personnel in Japan

Country Focused Training Participants

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. Mael 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)	
	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.QUIAMBAAO 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		

Training Schedule

Course Name Disaster Management Administration フィリピン国別研修 防災行政

Course Number J 1321585

Term 2013/6/23 2013/6/29

(L)Lecture (O) Observation

Date	Schedule	Type	Contents	Program Components	Lecture info.		Location	Accommodation
					Name	Organization		
6/23 (Sun.)	~		Arrival to Japan					Portpia Hotel
6/24 (Mon.)	10:00 ~ 11:30		Briefing			JICA Kansai	JICA Kansai	Portpia Hotel
	11:30 ~ 12:30		Program Orientation			JICA Kansai	JICA Kansai	
	12:30 ~ 13:30		Lunch					
	14:30 ~ 17:00	O	Nojima Fault Preservation Museum (Hanshin-Awaji Eq. Memorial Museum)	<ul style="list-style-type: none"> Museum visit Lecture <ul style="list-style-type: none"> -Background and purpose of establishment of the museum -Preparation of Awaji City toward future disaster 	Mr. Ikemoto Mt. Shimohara	Tourism Promotion Div. Awaji City	Awaji Island	
	19:00 ~		Welcome dinner by DRLC				Disaster Reduction Learning Center (DRLC), JICA Kansai (KSIC)	
6/25 (Tue.)	9:30 ~ 10:30	O/L	Disaster Reduction and Human Renovation Center	<ul style="list-style-type: none"> Lecture on the center Museum visit Video watching of Tohoku eq. 	Mr. Murata Mt. Imai	Dir. Of Research Div. Manamer of Program Div.	Next to KSIC	Portpia Hotel
	10:30 ~ 11:50							
	12:00 ~ 12:15							
	12:15 ~ 13:00		Lunch					
	14:30 ~ 17:00	O/L	Hyogo Prefecture Emergency Management and Training Center (in Miki Comprehensive Emergency Management Park)	<ul style="list-style-type: none"> DM Education in the Center Preparation in the park based on the lessons of Hanshin-Awaji eq. 	Mr. Tanaka	DM Education Specialist	Miki City	
6/26 (Wed.)	9:00 ~ 13:00		Rokko Sabo Office, Kinki Regional Development Office, MLIT (=Ministry of Land, Infrastructure and Transport)	<ul style="list-style-type: none"> Sediment disaster preparation in Mt. Rokko area (Debris flow, Landslide, Different types of steep flow failure and its countermeasures, Prediction by rain gauge, wire sensor, live camera) Preparation on law side Responsibility sharing between national gov. and local gov. Visit Sabo works in Mt. Rokko 	Mr. Ooyama	River Works Specialist (in charge of Sabo Works)	<ul style="list-style-type: none"> Rokko Sabo Office Mt. Rokko 	Daiwa Roinet Sendai
	13:30 ~ 14:30		Lunch					
	15:40 ~ 16:55		Kobe → Tohoku (Sendai)	JAL #2213				
	~	O	Yuriage Area	Visit Yuriage area on the way to the hotel			Sendai City	
	7:40 ~ 9:00		Sendai → Ishinomaki					
6/27 (Thu.)	9:00 ~ 11:00	O	Ishinomaki City Guided Tour	<ul style="list-style-type: none"> Mt. Hiyoriyama <ul style="list-style-type: none"> -Observe town area along Kitakami River -Observe Nakase shoal affected by Tsunami -Observe liquefaction affected area Kadowaki area <ul style="list-style-type: none"> -Observe evacuation route elementary school children used for evacuation to Mt. Hiyoriyama Debris and rubble Treatment Site <ul style="list-style-type: none"> -Sorting -Intermediate treatment site -Transportation to final treatment site 	Mr. Nakai	Director of Memorial Activity Promotion Center	Ishinomaki City	Tokyo Green Palece
	11:00 ~ 12:00		Ishinomaki → Minamisanriku Town					
	12:00 ~ 12:45		Lunch	Minami Sanriku Sunsan shopping mall				
	12:45 ~ 13:30	O	Minami-Sanriku Guided Tour	<ul style="list-style-type: none"> Remaining of Minami-sanriku Town Office and Shizugawa Hospital Lessons learned from disaster exceeded preparation 			Minami-Sanriku Town	
	13:30 ~ 15:30		Minami-Sanriku → Sendai (via Ishinomaki)					
	15:30 ~ 16:50	L	Tohoku Regional Development Office, MLIT (MLIT=Ministry of Land Infrastructure and Transport)	<ul style="list-style-type: none"> Response after disaster <ul style="list-style-type: none"> -Dispatch of Tec-Force (=Technical Emergency Control Force) (Pumper dispatch, Communication line recovery) -Support for local gov. (liaison dispatch) -Taking advantage of lesson learned from Hanshin-Awaji eq. Action for recovery and rehabilitation <ul style="list-style-type: none"> -Work sharing between national and local gov. Visit panel and monument exhibition Challenges in the past and ahead Visit Disaster Management room 	Mr. Muto	Deputy Manager, Planning Section	Sendai City	
	17:26 ~ 19:08		Sendai → Tokyo	Shinkansen Hayate #40			Tokyo	
6/28 (Fri.)	10:00 ~ 11:30	L	MLIT HQs	<ul style="list-style-type: none"> (Courtacy Visit) Info. exchange on DM 	Mr. Chino	International Section, River Works Planning Div., Water and Land Protection Bureau		Tokyo
	12:00 ~ 13:00		Lunch	Hosted by JICA Regional Office	JICA			
	13:30 ~ 15:00	O/L	Cabinet Office facility in Ariake	<ul style="list-style-type: none"> Tokyo Bay Waterfront Area Core Wide-area Disaster Prevention Base (located in Tokyo Rinkai Disaster Preventoin Park) Organization and responsibility Central DM Committee (analysis of disaster and segregation of lessons) Review of DM Plan based on the lessons learned from the lessons Scheme to support local gov. (ex. providing guidelines to review DM Plan) Visit Rinkai Disaster Preventoin Park 	Mr. Ooyama	Counsell to Director General in charge of DM		
	16:00 ~ 18:00		Evaluation Meeting		JICA		JICA HQs	
	19:00 ~ 21:00		Farewell Dinner	Hosted by JICA	JICA			
	6/29 (Sat.)	~		Leave from Japan	Narita 18:10 - Manila 21:50			

Counterpart Training for DRRM Capacity Enhancement for All Stakeholders

Module 1	To understand roles of national and local governments in DRRM in Japan and examine how to adopt acquired knowledge in DRRM planning
Module 2	To understand DRRM operation and information management in Japan and examine how to adopt acquired knowledge in DM operation.
Module 3	To understand Japanese approaches for DRRM education and training and examine how to adopt acquired knowledge in the Philippines.
Module 4	To understand roles of communities in DRRM and public awareness for DRRM in Japan and examine how to adopt acquired knowledge in the Philippines

*JICA: Japan International Cooperation Agency
*DRLC: Disaster Reduction Learning Center

*JMA: Japan Meteorological Agency
*NHK: Japan Broadcasting Corporation

*MLIT: Ministry of Land, Infrastructure, Transport and Tourism
*FDMA: Fire and Disaster Management Agency

	Sunday 18-May	Monday 19-May	Tuesday 20-May	Wednesday 21-May	Thursday 22-May	Friday 23-May	Saturday 24-May
W1 Arrive in Japan (Tokyo)		9:30-11:00 Briefing/ Program Orientation 11:00-12:00 Opening Ceremony 11:00-12:00 Program Orientation	10:00-12:00 Japanese Disaster Management System of Central and Local Governments by Cabinet Office (Cabinet Office DM Center)	(Move to Sendai) 11:00-13:00 General Outlines of the Great East Japan Earthquake by International Research Institute of Disaster Science (IRIDeS), Tohoku University (IRIDeS)	8:00-18:00 Field Trip of the Great East Japan Earthquake Affected Areas by - (11:00-12:00) Visit to Disaster Memorial Place "Tree of Hope" (Rikuzen Takada) - (13:30-16:15) Lecture on Kamaishi city DRRM in case of GEJE (Kamaishi City)	8:00-12:00 Field Trip of the Great East Japan Earthquake Affected Areas by - (8:30-9:30) Efforts for Recovery of the Economy by Shopping District Association (Yamada Town) - (11:00-12:00) Effect of the Sea Wall and Lessons Learned from Great East Japan Earthquake (Taro Town)	9:30-12:00 Observation of Osaka Prefecture Disaster Management Drill (at the Yamatogawa River)
		14:30-16:00 Networking among Stakeholders beyond Administrative Borders for Effective DRRM by Keihin River Work Office, MLIT (Tsurumi River Basin Center)	13:30-15:00 Disaster Information Management among National & Local Governments, and Relevant Agencies by FDMA 15:15-16:45 DRRM Education and Training by FDMA (FDMA)	15:00-17:00 Initial Response to the Great East Japan Earthquake by Tohoku Regional Bureau, MLIT (Tohoku Regional Bureau)		(Move to Tokyo/Osaka)	14:30-16:00 Tsunami & Storm Surge Control of Osaka Prefecture (Tsunami Storm Surge Disaster Prevention Station)

	25-May	26-May	27-May	28-May	29-May	30-May	31-May
W2	10:50-13:00 Visit to Great Hanshin-Awaji Earthquake Memorial Museum by Disaster Reduction and Human Renovation Institution (DRI)	10:00-12:00 Disaster Management of Hyogo Prefecture by Hyogo Prefecture (Hyogo Disaster Management Center)	10:00-12:00 Disaster Management of Kobe City by Kobe Crisis Management Office (Kobe Crisis Management Center)	09:30-11:30 Landslide Disaster Risk Reduction and Management by Rokko Sabo Office (Rokko Sabo Office)	10:00-12:00 Weather & Earthquake Observation, Disaster Early Warning by JMA Osaka Regional HQ (JMA Osaka)	09:30-12:00 Preparation of Action Plan by each participants (DRLC)	Leave for the Philippines
	(Off)	14:00-15:30 Role of Media for DRRM by Mr. Kondo (DRLC) 15:45-17:15 Role of Community Radio for DRRM by FMYY (DRLC)	14:00-16:00 Community-based Disaster Risk Management in Kobe City by Kobe City Fire Bureau (Kobe Crisis Management Center)	12:00-12:30 Visit to Nigawa Yurino Landslide Museum	14:30-16:00 Public Awareness and Education by Hyogo Prefecture Emergency Management and Training Center (Hyogo Prefecture Emergency Management and Training Center)	14:00-16:00 Damage by Typhoon No. 12 and Countermeasures against Increasing Disaster Risks with Climate Change by Kinki Regional Bureau, MLIT (Kinki Regional Bureau)	



Action Plan

formulated based on the finding/learning through Counterpart Training
“DRRM Capacity Enhancement for All Stakeholders”



Participants of the Counterpart Training
DRRM CEP

Action Plan Component 1



Action Plan (Short Term)

(for achieving Project Purpose & Output)

SHORT TERM GOAL (by end of February 2015):	<ul style="list-style-type: none"> • RA 10121 and its Implementing Rules and Regulations are reviewed. • Local DRRM Plans of the Provinces/City and Municipality (RO2) are reviewed • Monitoring and evaluation systems (tools and mechanism) of the plan and offices are developed. 		
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)
To review RA10121 and its IRR	Conduct of focus group discussions and consultation meetings with NDRRMC TMG members and regional representatives.	Availability of funds because it is not included in the 2014 Annual Plans and Budget	3 rd Quarter of 2014.
To review Local DRRM Plans of the Provinces/City and Municipality (RO2)	Collect data and evaluate Conduct of consultation meetings and evaluation of the plan.	Availability of funds Political leadership	3 rd to 4 th Quarter of 2014
To formulate and develop monitoring and evaluation tool for Local DRRM Plans and Offices	Conduct of workshops and consultation meetings.	Availability of funds and lack of technical expertise	3 rd to 4 th Quarter of 2015

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

Action Plan (Mid Term)

Mid TERM GOAL (by 2018)	<ul style="list-style-type: none"> • Local DRRM Plans are revised using the standard template. • NDRRM Plan is enhanced and revised 			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
To standardize the Local DRRM Plans	Improvement of the standard/template Provision of technical assistance to selected regions.	Availability of funds Lack of personnel with technical expertise	3 rd to 4 th Quarter of 2015	Effectiveness of the participation and coordination between different level of governance, private sector and NGOs to implement a comprehensive plan (such as Tsurumi River Master Plan)

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

Action Plan (Mid Term)

Cont...

Mid TERM GOAL (by 2018)	<ul style="list-style-type: none"> Local DRRM Plans are revised using the standard template. NDRRM Plan is enhanced and revised 			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
To utilize improved risk analysis results (latest data, new technologies)	Conduct training at the National, Regional and Local level Improve the relationship with technical agencies	Lack of personnel with technical expertise	1 st Quarter of 2016	Effectiveness of Science based understanding of risk (Tohoku University)
To enhance and revise the NDRRM Plan	Conduct of workshops and consultation meetings.	Availability of funds	1 st Quarter of 2016	

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

Action Plan (Long Term)

(Safer, Adaptive, Disaster-Resilient Filipino Communities Toward Sustainable Development)

LONG TERM GOAL (by 2025)	<ul style="list-style-type: none"> N/R/LDRRMPlans are continuously reviewed and updated after disaster Regional DRRM Plans in all 17 regions are reviewed and updated. Local DRRM Offices are established and operationalized with plantilla positions 			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
Sustain the Monitoring and Evaluation of the DRRM plans at all the level of governance	Dissemination of approved NDRRMC Memorandum Circular to implement M&E and Update Process	Availability of funds	2017-2019	Effectiveness to review the plans after disaster to build-back-better (Tohoku area, Kobe)
To review and update 17 Regional DRRM Plans	Conduct of consultation meetings	Availability of funds	2017-2019	

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

Action Plan Component 2

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

Action Plan (Short Term) (for achieving Project Purpose & Output)

SHORT TERM GOAL (by end of February 2015):	A. NDRPs for Hydro-Meteorological, Earthquake and Tsunami Disasters are approved. B. OCD Operation Manual for Response is approved. C. IMS (Databases of Responder, Incident and Historical Disaster) at the Central and Regional Offices is approved. D. 24 ICT staff are trained for IMS. (CO: 7 and ROs 17) E. Drills for NDRP, Operations Manual and IMS are implemented.		
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)
A. Development of NDRPs for Hydro-Meteorological, Earthquake and Tsunami Disasters with Appurtenant Cluster Guidelines (SRR and etc)	1. Conduct and Coordinate NDRRC-TMG	▪ Availability of NDRRC members	May, 2014 (Done)
	2. Revise draft NDRP for Hydro-Met Disaster		June, 2014 (Done)
	3. Approve the NDRP for Hydro-met Disasters	▪ Scheduling the NDRRC	June 11, 2014 (Done)
	4. Prepare and Approve the NDRP for Earthquakes and Tsunamis	▪ Availability of key resource persons from NDRRC member agencies	July 2014 – January 2015
	5. Conduct of SIMEX	▪ Commitment of Response Agencies ▪ Equipage ▪ Funding	July 2014?

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

Action Plan (Short Term) (for achieving Project Purpose & Output)

KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)
B. Development of Operations Manual for Response (for OCD)	1. Prepare the Draft Operations Manual for Response	<ul style="list-style-type: none"> ▪ Availability of key OCD officials 	July 2014
	2. Implementation and cascading of OCD Operations Manual for response down to the regional level (Target: Region X at Minimum)	<ul style="list-style-type: none"> • Limited OCD Central Office personnel to orient the Regional Office 	Aug 2014 – Feb 2015
C. Development and Improvement of IMS	1. Finalization and Testing of the IMS	<ul style="list-style-type: none"> ▪ Participation of key OCD personnel 	October 2014
	2. Training on the operation and maintenance of the IMS		October to December 2014
	3. Develop further Database forIMS	<ul style="list-style-type: none"> ▪ Lack of personnel ▪ No Designation for Work 	2015

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



Action Plan (Mid Term)

Mid TERM GOAL (by 2018)	A. Develop NDRP for all types of hazards with Updating System B. Enhance community-based disaster volunteer participation on DRRM			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
A. To enhance the capability of NDRRMC in responding to all types of hazards	Cascading of NDRP to RDRRMCs	<ul style="list-style-type: none"> ▪ Availability of participants ▪ Limitation in Resources 	2015 – 2017	In Japan, cooperation with other related organizations is very important . OCD/NDRRMC should harmonized with other related organizations such as PAGASA and PHIVOLCS more closely.
	Conduct of series of workshops for NDRRMC Member Agencies to develop NDRP for other hazards (volcanic, pandemic, CBRNE, etc.)			
	Conduct of Simulation Exercise for NDRP and OCD Operation Manual	<ul style="list-style-type: none"> ▪ Availability of participants ▪ Funding 	2 nd quarter 2017	
	Finalization and approval of NDRP for other hazards	<ul style="list-style-type: none"> ▪ Availability of NDRRMC member agencies 	3 rd quarter 2017	
	Review and enhancement of NDRP for All Hazards and OCD Operations Manual for response	<ul style="list-style-type: none"> ▪ Availability of NDRRMC member agencies 	2015 – 2017 (as need arise)	
	Construction of a New NDRRMC Operations Center	<ul style="list-style-type: none"> ▪ Resources 	2018	
B. To develop the guidelines for the accreditation and mobilization of ACDV	Drafting and approval of ACDV guidelines	<ul style="list-style-type: none"> ▪ Funding ▪ Availability of participants 	1 st quarter 2015	In Japan, FDMA supports Volunteer Fire Corps
	Cascading of ACDV Guidelines to LGUs	<ul style="list-style-type: none"> ▪ Commitment of LCEs 	2015	

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

Action Plan (Mid Term)

Mid TERM GOAL (by 2018)	C. Enhanced information dissemination and emergency alert and warning system			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
C. To develop a fast and accurate information dissemination and emergency alert and warning system	Implementation of a National Early Warning Broadcast System	<ul style="list-style-type: none"> ▪ Limitation in Resources ▪ Cooperation of commercial broadcast networks (radio and TV) 	2015 -2018	In Japan, dissemination of early warning is the highest concerns. OCD/NDRRMC should provide effective early warning system (tools)
	Implementation of Text Blast and Cell Broadcast	<ul style="list-style-type: none"> ▪ Commitment of Telcos 	2014 - 2018	
	Implementation of NDRRMC Mobile Application "Batingaw"		2 nd Quarter 2014 - 2018	
	Development and implementation of community-based disaster information and emergency alert systems and programs.	<ul style="list-style-type: none"> ▪ LGU commitment and participation ▪ Local Budget 	2015 - 2018	
	Software and Hardware enhancement for IMS	<ul style="list-style-type: none"> ▪ Budget 	2015 - 2018	

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

Action Plan (Long Term)

(Safer, Adaptive, Disaster-Resilient Filipino Communities Toward Sustainable Development)

LONG TERM GOAL (by 2025)	Enhanced DRRM Systems and Programs at the National, Regional and Local Level for Four Thematic Areas.			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
A. To enhance disaster preparedness programs	Development of the National Disaster Preparedness Plan and Creating Periodical Review System	<ul style="list-style-type: none"> ▪ Availability of participants 	2015 - 2025	
	Conduct of National, Regional, Local level Drills	<ul style="list-style-type: none"> ▪ Availability of participants 	2015 - 2025	Flood Fighting Drill in Osaka can be adopted.
	Readiness Assessment of DRRMOs	<ul style="list-style-type: none"> ▪ Lack of assessment tool & personnel 	2015 - 2025	
	Procurement of Mission Essential Equipments	<ul style="list-style-type: none"> ▪ Availability of resources 	2015 - 2025	
	Enhancement of Information and Education Programs	<ul style="list-style-type: none"> ▪ Funding 	2015 - 2025	
	Public-Private engagements on DRRM programs	<ul style="list-style-type: none"> ▪ Lack of cooperation from private sector 	2015 - 2025	
	Improvement of disaster monitoring system to enhance coordination for response and recovery utilizing IMS	<ul style="list-style-type: none"> ▪ Budget 		Disaster monitoring system at Tohoku Office and operations during 2011 disaster will be referred.

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

Action Plan (Long Term)

(Safer, Adaptive, Disaster-Resilient Filipino Communities Toward Sustainable Development)

LONG TERM GOAL (by 2025)	Enhanced DRRM Systems and Programs at the National, Regional and Local Level for Four Thematic Areas.			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
B. To enhance disaster prevention and mitigation programs	Development of the National Disaster Prevention and Mitigation Plan	▪ Availability of participants	2015 - 2025	We learned comprehensive flood prevention works in Kinki. We need to collaborate it with DPWH.
	Development of prevention and mitigation projects through DPWH and private sector	▪ Funding	2015 - 2025	
	Retrofitting of critical public infrastructure	▪ Funding	2015 - 2025	
C. To facilitate the immediate delivery of response	Upgrade of NDRP	▪ Availability of participants	2015 - 2025	Philippine and Japan should share lessons learned for response each other in the future.
	Upgrade of IMS	▪ Lack of technical expertise	2015 - 2025	
	Utilization of Disaster Monitoring Equipment (CCTV, UAV, etc.) to identify extent of damage and for decision making purposes	▪ Funding ▪ Lack of technical expertise	2015 - 2025	

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

Action Plan (Long Term)

(Safer, Adaptive, Disaster-Resilient Filipino Communities Toward Sustainable Development)

LONG TERM GOAL (by 2025)	Enhanced DRRM Systems and Programs at the National, Regional and Local Level for Four Thematic Areas.			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
D. To facilitate the immediate delivery of recovery and rehabilitation programs	Development of the National Recovery and Rehabilitation Plan/Guidelines (Improvement of PDNA)	▪ Availability of participants	2015 - 2025	The experiences of rehabilitation works for 2011 disaster are useful to consider Recovery and Rehabilitation Plan to be developed.
	Development of recovery and rehabilitation standards (Development of Guidelines and SOPs for PDNA)	▪ Technical expertise	2015 - 2025	
	Coordination and monitoring of the implementation of recovery and rehabilitation programs (Utilizing IMS (Consideration of utilization of WB Project Monitoring System and Integration of all IMS Systems in OCD/NDRRMC)	▪ Lack of monitoring tools	2015 - 2025	



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

Action Plan Component 3

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

Action Plan (Short Term) (for achieving Project Purpose & Output)

SHORT TERM GOAL (by end of February 2015):	<ol style="list-style-type: none"> 1. NDRRMETP is finalized and approved by the OCD top management 2. Priority training modules for DRRM TIs are finalized and approved by OCD. 3. Civil Defense Career Education and Training Program are developed and approved by the OCD top management. 		
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)
1. Develop National DRRM Education and Training Program (NDRRMETP)	<ol style="list-style-type: none"> 1. Consolidate all priority training modules for DRRM TIs 		June to December 2014
2. Identify and formulate priority training modules for DRRM TIs	<ol style="list-style-type: none"> 1. Finalize Executive Course for Local Chief Executives and Orientation Course for LDRRMOs <ol style="list-style-type: none"> 1. Identify appropriate training methods and finalize the Program of Instructions 2. Make necessary revisions and finalize presentations and IG of both courses. 		June – July 2014

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

Cont...

Action Plan (Short Term) (for achieving Project Purpose & Output)

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KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)
2. Identify and formulate priority training modules for DRRM TIs	2. Develop DRRM Course for OCD and the Private Sector <ol style="list-style-type: none"> 1. Conduct Pilot Test 2. Revise and finalize training course 		July - October 2014
	3. Develop DRRM Course for National Government Agencies <ol style="list-style-type: none"> 1. Develop draft / proposed training course for NGAs 2. Ensure partnership and collaboration with relevant agencies, i.e. CSC 3. Conduct Pilot Test 4. Revise and finalize training course 		September – December 2014

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

Cont...

Action Plan (Short Term) (for achieving Project Purpose & Output)

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KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)
3. Develop Civil Defense Career Education and Training Program for OCD	1. Enhance Contingency Planning Modules (including Risk Assessment and Cluster Approach) as part of the courses in the Advanced Level <ol style="list-style-type: none"> 2. Conduct Pilot Test 		June to September 2014
	1. Finalize the Civil Defense Career Education and Training Program <ol style="list-style-type: none"> 1. Identify training implementation scheme 		June 2014 to March 2015

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

Action Plan (Mid Term)

Mid TERM GOAL (by 2018)	Capacitate OCD Employees to spearhead the implementation of DRRM programs and projects at the National, Regional and Local levels.			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
To enhance competency level of OCD personnel on DRRM	<ol style="list-style-type: none"> Conduct of competency enhancement programs for DRRM such as : <ul style="list-style-type: none"> ToTs TFIs Participation to the training programs provided by international organizations Active participation in the international training or program / workshops / symposia and study trips conducted by international organization such as JICA and other partners. Placing priority on the compilation of lessons learned from past disasters. 	<ul style="list-style-type: none"> Limited budget Lack of capable personnel to facilitate identified trainings Occurrence of major disasters Participation in international trainings is only by invitation 	June 2018	<ul style="list-style-type: none"> Effectiveness of the participation in the International Training for enhancing capacities (through all trainings) Educational Value of the learning of the lessons learned from past disasters (through all trainings)

Action Plan (Long Term)

(Safer, Adaptive, Disaster-Resilient Filipino Communities Toward Sustainable Development)

LONG TERM GOAL (by 2025)	Establishment and Operationalization of NDRRM Training Institute			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
To professionalize the training of DRRM in the Philippines	Establishment and approval of the organization for the NDRRMTI	Approval of the proposed Organizational Structure and Staffing Pattern of OCD	2015-2025	
	Construction of the NDRRMTI facilities (buildings, training areas, etc.)	Unavailability of site and funds	2015-2025	
	Accreditation of educational and training institutions on DRRM	No established policy guidelines	2015-2025	
	Setting up of facilities for practical exercises such as video room, earthquake shaking table or steam/smoke experience, and model for Sabo system to prevent landslide.	Availability of Fund	2015-2025	Effectiveness of practical exercise (DRI, Hyogo Wide-area Emergency Mgmt & Trg Center, Flood DM Drill, Nigawa Yurino Landslide Museum)

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Action Plan (Long Term)

(Safer, Adaptive, Disaster-Resilient Filipino Communities Toward Sustainable Development)

LONG TERM GOAL (by 2025)	Establishment and Operationalization of NDRRM Training Institute			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
To professionalize the training of DRRM in the Philippines	Production of quality IEC i.e. video presentation to explain the past disasters, lessons learned and best practices.	Availability of Fund	2015-2025	Effectiveness of the Video Presentation to learn DRRM (DRI, Field Visit to the GEJE Affected Areas, Tohoku Regional Bureau, Kinki Regional Bureau, and many others)
	Collaboration with the LGUs and other public and private institutions to effectively utilize their facilities in times of emergencies/disasters.	Commitment of other institutions	2015-2025	Effective utilization of the facilities for DRRM training and stockpiling (Hyogo Wide-area Emergency Management and Training Center)

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

Action Plan Component 4

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

Action Plan (Short Term)

SHORT TERM GOAL (by end of February 2015):	By 2015, policy for the CBDRRM Implementation Plan and CBDRRM Instructor's Guidebook has been finalized ; and pilot-tested to the communities		
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)
To present the the draft concept paper (policy)and guidebook to NDRRMC TMG for Preparedness for comments	Schedule and conduct a NDRRMC TMG meeting	Conflict of schedule Not a priority of partner agencies	June 2014
To present the final draft of the CBDRRM to the C,NDRRMC for approval and issuance of NDRRMC Memorandum Circular	Submission of final draft of concept note and proposed memorandum circular to C,NDRRMC	Conflict of schedule	July – August 2014
To disseminate approved Memorandum Circular to N/R/P/C/M/B DRRMCs	Dissemination of approved NDRRMC Memorandum Circular	Ineffective document tracking	July – August 2014
To pilot test the approved CBDRRM Guidebook, ToT cascading system	Conduct training to identified pilot area	Funding constraints Conflict of Schedule Unavailability of Trainers	September 2014 to January 2015
Formulate CBDRRM Action Plan	Schedule and conduct a NDRRMC TMG meeting	Conflict of schedule Not a priority of partner agencies	September 2014 to January 2015

Action Plan (Mid Term)

Mid TERM GOAL (by 2018)	Institutionalized implementation of CBDRRM Training program (i.e. there is a regular schedule of trainings and budget allocation) and its improvements			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
To roll out the training to the community members	Conduct of training to priority areas	Change management (election of new LGU officials) Priority of LCEs Sustainability Limited funds	2015-2018	
Provide and review continuously materials/program to enhance the public awareness	Conduct of meeting with concerned agencies, private sectors	Limited funds	2015-2018	Importance of disaster memorial monuments or parks such as "Mirai kan" and "Miracle pine tree" to transmit the lessons learned from the disaster to the next generation.

Action Plan (Long Term)

(Safer, Adaptive, Disaster-Resilient Filipino Communities Toward Sustainable Development)

LONG TERM GOAL (by 2025)	By 2025, CBDRRM Training Program is fully implemented in all 42,000 barangays.			
KEY OBJECTIVES TO ACHIEVE the GOAL	ACTIONS NEEDED TO ACHIEVE the KEY OBJECTIVES	CONSTRAINTS	TARGET DATE (TIME FRAME)	Findings/ Learning through Training
To ensure full implementation of the CBDRRM Program	Conduct of continuous trainings, drills and exercises	Change of management (election) Priority of LCEs Sustainability	2019 - 2025	To allocate continuously adequate funds and prepare guidance to strengthen communities such as BOKOMI guideline in the city of Kobe
To ensure that communities have basic response equipment/capacity	Monitor the resources of the community by gathering data on equipment capacities	Incomplete reports submitted by communities Not a priority of the Local Chief Executives	2019 -2025	Effectiveness of flood-drill in which responders from national to local government, private to NGO participate

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

B6 Provision of Machinery and Equipment

Appendix 6: Provision of Machinery and Equipment

No	Equipment	Spec	CY	Acq Cost	User Department
1	FAX (multi-function printer)	7500A	PHP	20500.000	DRRM CEP Project Office
2	Laptop	0A60467	PHP	62300.000	DRRM CEP Project Office
3	Projector	EB1775W	PHP	51000.000	DRRM CEP Project Office
4	Copy machine (multi-function printer)	AR-5620N	PHP	98000.000	DRRM CEP Project Office
5	Laptop	P850-1005X	PHP	68300.000	DRRM CEP Project Office
6	Laptop	HP Pavilion DV6-7014TX	PHP	75238.000	DRRM CEP Project Office
7	Arcview + Extension	POC12-12125	PHP	432264.520	DRRM CEP Project Office
8	Anti-virus	Kaspersky	PHP	900.000	DRRM CEP Project Office
9	Anti-virus	MCAFEE	PHP	750.000	DRRM CEP Project Office
10	ArcGIS for Desktop-Basic	10.1 Single User	PHP	170000.000	DRRM CEP Project Office
11	IBM Server	SYSTEM x3550 M4 7914B2A	PHP	210000.000	CEIS Division
12	Desktop Computer	ACER VERITON M2611G	PHP	67280.000	DRRM CEP Project Office
13	A0 Plotter	HP Designjet T790	PHP	344580.000	CEIS Division