



**MEMORANDUM**  
No. 150, s. 2021

12 4 DEC 2021

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

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

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

**Priority Areas and Needs**

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

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

	Guimaras	<ol style="list-style-type: none"> <li>Buenavista</li> <li>San Lorenzo</li> </ol>	
	Antique	<ol style="list-style-type: none"> <li>Anini-y</li> <li>Tobias Fornier</li> <li>Sibalom</li> <li>San Remigio</li> <li>Belison</li> <li>San Jose</li> <li>Culasi</li> </ol>	
Region 7	Bohol	<ol style="list-style-type: none"> <li>Alburquerque</li> <li>Alicia</li> <li>Anda</li> <li>Antequera</li> <li>Baclayon</li> <li>Balilihan</li> <li>Batuan</li> <li>Bien Unido</li> <li>Bilar</li> <li>Buenavista</li> <li>Calape</li> <li>Candijay</li> <li>Carmen</li> <li>Catigbian</li> <li>Clarin</li> <li>Corella</li> <li>Cortes</li> <li>Dagohoy</li> <li>Danao</li> <li>Dauis</li> <li>Dimiao</li> <li>Duero</li> <li>Garcia Hernandez</li> <li>Getafe</li> <li>Guindulman</li> <li>Inabanga</li> <li>Jagna</li> <li>Lila</li> <li>Loay</li> <li>Loboc</li> <li>Mabini</li> <li>Maribojoc</li> <li>Panglao</li> <li>Pilar</li> <li>President Carlos P Garcia</li> <li>Sagbayan</li> <li>San Isidro</li> <li>San Miguel</li> <li>Sevilla</li> <li>Sierra Bullones</li> <li>Tagbilaran</li> <li>Talibon</li> <li>Trinidad</li> <li>Tubigon</li> <li>Ubay</li> <li>Valencia</li> </ol>	
	Cebu	<ol style="list-style-type: none"> <li>Top priority:</li> <li>1. Alcoy</li> <li>2. Alegria</li> <li>3. Argao</li> <li>4. Carcar</li> <li>5. Cordova</li> <li>6. Dalaguete</li> <li>7. Lapu-Lapu City</li> <li>8. Malabuyoc</li> <li>9. Pilar</li> <li>10. Poro</li> <li>11. San Francisco</li> <li>12. Sibonga</li> <li>13. Tudela</li> </ol>	<ol style="list-style-type: none"> <li>Other areas affected:</li> <li>1. Aloguinsan</li> <li>2. Asturias</li> <li>3. Alcantara</li> <li>4. Balamban</li> <li>5. Badian</li> <li>6. Barili</li> <li>7. Boljoon</li> <li>8. Borbon</li> <li>9. Carcar</li> <li>10. Carmen</li> <li>11. Catmon</li> <li>12. Cebu City</li> <li>13. Compostela</li> <li>14. Consolacion</li> <li>15. Cordova</li> <li>16. Danao</li> <li>17. Dumanjug</li> <li>18. Liloan</li> <li>19. Ginatilan</li> <li>20. Mandaue</li> <li>21. Minglanilla</li> <li>22. Moalboal</li> <li>23. Naga</li> <li>24. Oslob</li> <li>25. Pinamungajan</li> <li>26. Ronda</li> <li>27. Samboan</li> <li>28. Santander</li> <li>29. San Fernando</li> <li>30. San Remigio</li> <li>31. Sogod</li> <li>32. Tabogon</li> <li>33. Tabuelan</li> <li>34. Talisay</li> <li>35. Toledo</li> <li>36. Tuburan</li> <li>37. Tudela</li> </ol>
	Negros Oriental	<ol style="list-style-type: none"> <li>Top priority:</li> <li>1. Bais</li> <li>2. Bindoy</li> <li>3. Kanlaon</li> <li>4. Manjuyod</li> <li>5. Vallehermoso</li> </ol>	<ol style="list-style-type: none"> <li>Other areas affected:</li> <li>1. Ayungon</li> <li>2. Bacong</li> <li>3. Basay</li> <li>4. Bayawan</li> <li>5. Dauin</li> <li>6. Guihulngan</li> <li>7. Jimalalud</li> <li>8. Pamplona</li> <li>9. Santa Catalina</li> <li>10. Siaton</li> <li>11. Sibulan</li> <li>12. Tanjay</li> <li>13. Tayasan</li> <li>14. Valencia</li> <li>15. Zamboanguita</li> </ol>
Region 8	Southern Leyte	<ol style="list-style-type: none"> <li>Bontoc</li> <li>Hinunangan</li> <li>Hinundayan</li> <li>Libagon</li> <li>Liloan</li> <li>Maasin</li> <li>Macrohon</li> <li>Malitbog</li> <li>Padre Burgos</li> <li>Pintuyan</li> <li>Saint Bernard</li> <li>San Ricardo</li> <li>Sogod</li> <li>Tomas Oppus</li> </ol>	
	Leyte	<ol style="list-style-type: none"> <li>Bato</li> <li>Hilongos</li> <li>Matalom</li> </ol>	
Region 10	Camiguin	<ol style="list-style-type: none"> <li>Catarman</li> <li>Guinsiliban</li> <li>Mahinog</li> <li>Mambajao</li> <li>Sagay</li> </ol>	



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

2. The following are the priority needs<sup>1</sup>, among others, that must be provided to all affected areas:

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

### Coordinating Instructions for National Response

1. All NDRRMC member agencies, augmenting RDRRMCs and LGUs, together with civil society organizations and private sector, are enjoined to direct assistance and services to the recommended priority areas through proper coordination with the following:
  - a. Department of Social Welfare and Development (DSWD) as the Vice Chairperson for Disaster Response and Early Recovery of the NDRRMC, with the Office of Civil Defense (OCD) as the Executive Arm and Secretariat

AGENCY	CONTACT NO.	EMAIL ADDRESS
DSWD	09178543994 09989637704	drmb@dswd.gov.ph dromd-group@dswd.gov.ph dromic@dswd.gov.ph

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

OCD	09210570123 09176573201 09178275743	rocd@ocd.gov.ph
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b. Concerned Response Cluster Lead Agencies (based on kind of assistance)

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

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

REGIONAL OFFICE	CONTACT NO.	EMAIL ADDRESS
OCD MIMAROPA	09175330400	ocd4_mimaropa@yahoo.com region4b@ocd.gov.ph
OCD Region 6	09206425466 09491806115	ocdrc6@gmail.com ocd6.operations@gmail.com region6@ocd.gov.ph
OCD Region 7	09563893555 09177041070	region7@ocd.gov.ph civildefense_rc7@yahoo.com civildefenseregion7@gmail.com
OCD Region 8	09178427606 09175898044	rtf8covid19.os2021@gmail.com region8@ocd.gov.ph
OCD Region 10	09171594486 09161943246	ocdr10@gmail.com region10@ocd.gov.ph
OCD CARAGA	09479468145	civildefensecaraga@gmail.com caraga@ocd.gov.ph



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

### **Coordinating Instructions for International Assistance**

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

### **Management of Donations**

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

AGENCY	PREFERRED DONATIONS	CONTACT INFORMATION
DSWD	Shelter materials Water Food Non-food items	09274361039 nrlmb@dswd.gov.ph drmb@dswd.gov.ph dromd-group@dswd.gov.ph
DOH	Medical supplies	09178059756 87111002 87111001 hemb@doh.gov.ph doh_hemsopcen@yahoo.com



OCD	Shelter materials Water Food Non-food items	09178275743 ndrrmc.donations@ocd.gov.ph
DepEd	Learners and teachers' kits Temporary learning spaces	09283889101 drrmo@deped.gov.ph

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

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

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

### Reporting of Response Efforts

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

RESPONSE CLUSTER	LEAD	EEI
Search, Rescue and Retrieval Cluster	AFP	Cumulative teams mobilized
Health Cluster	DOH	Cumulative health logistics prepositioned Cumulative teams mobilized
Camp Coordination and Camp Management Cluster; Internally Displaced Population Protection Cluster	DSWD	Cumulative number of evacuation centers used Cumulative individuals/families served
Food and Non-Food Items Cluster	DSWD	Cumulative food items delivered Cumulative non-food items delivered
Education Cluster	DepEd	Cumulative schools used as evacuation centers Cumulative classrooms used as evacuation centers

Logistics Cluster	OCD	Cumulative land, sea and air assets committed Cumulative deliveries/dispatches
Law and Order Cluster	PNP	Cumulative teams mobilized
Emergency Telecommunications Cluster	DICT	Cumulative teams mobilized
Phil. International Humanitarian Assistance Cluster	DFA	Total international offers already accepted

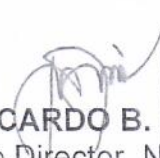
### Considerations for COVID-19

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

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

For information and guidance.

For the Chairperson, NDRRMC:

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