



Republic of the Philippines

# Regional Disaster Risk Reduction and Management Council MIMAROPA

## MEMORANDUM

No. 037 s. 2022

**FOR :** RDRRMC MIMAROPA Member Agencies  
Chairpersons, PDRRMCs/CDRRMCs/MDRRMCs of MIMAROPA  
Civil Society and Private Organizations

**SUBJECT :** CY 2022 Gawad Kalasag Seal and Special Awards for Excellence  
in Disaster Risk Reduction and Management and Humanitarian  
Assistance

**DATE :** February 08, 2022

Reference: NDRRMC Memorandum Circular No. 02, s. 2022 dated 25 January 2022 with the subject "Guidelines for CY 2022 Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance"

The Regional Disaster Risk Reduction and Management Council MIMAROPA is seeking widest participation to the **CY 2022 Gawad Kalasag (GK) Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance**. For CY 2022, the Gawad Kalasag Seal for LDRRMC/Os is envisioned to serve as a performance assessment mechanism for all LGUs in their implementation of the provisions of Section 11 and 12 of Republic Act No. 10121, specifically on the institutionalization of their LDRRMCs and LDRRMOs, including the policy issuances such as reporting on the allocation and utilization of the LDRRMF. The transformation of the Gawad Kalasag Search into the the Gawad Kalasag Seal will provide the platform for convergence, and enhancement of the DRRM localization programs, projects and strategies of the NDRRMC, through the OCD and DILG. With the mandatory assessment, the NDRRMC and LGUs can properly determine the challenges and gaps in their LDRRMP implementation process, thus enabling to identify the activities to address DRRM-CCA needs and priorities of LDRRM Offices, as well as the LDRRMCs. For CY 2022, the GK will cover the (1) GK Seal for Local DRRM Councils and Offices (LDRRMC/O); (2) GK Special Awards for CSOs (Best Civil Society Organizations, Best People's Organizations, and Best Volunteer Organization; (3) Best Private Organization; (4) Best Government Emergency Management and Response Teams (GEMS); and (5) GK Special Recognition for Individuals and Organizations. Assessment for other categories, particularly schools, hospitals and other special citations, will be postponed until 2023 to give way to the transition to GK Seal for Schools and Hospitals.

As the GK Seal and Special Awards seek to strengthen disaster resilience through the "whole-of-society" approach, it also ensures inclusivity, generating wider and greater participation as well as equal opportunity for all stakeholders in the promotion and sustainability of DRR-CCA innovations and best practices.



## **I. APPLICATION AND SELECTION PROCESS**

Mandatory assessment of LGUs shall be conducted, while the Special Awards for other categories shall be on application basis. The coverage for the GK Seal and Special Awards 2022 assessment will be the accomplishments of CY 2021.

The following assessment process shall be conducted for the Gawad KALASAG Seal for Local DRRM Councils and Offices (LDRRMCO) Category:

1. Orientation on GK Guidelines and Tools for LGUs and Regional Selection/Validation Committees
2. Self-Assessment of LGUs
3. LDRRMCO Category Regional Evaluation
4. Endorsement of Regional Evaluation Result to the National GK Secretariat
5. Conditional Virtual Assessment of Results and Joint National Deliberation
6. Gawad KALASAG Seal National Awarding Ceremony

On the other hand, for the Gawad KALASAG Special Awards and Special Recognition for Individuals Category, the following selection process activities shall be conducted:

1. Orientation on GK Guidelines and Tools for LGUs and Regional Selection/Validation Committees      Orientation of National Validators and Regional Focal Persons
2. Call for Entries
3. Desk Evaluation
4. Remote Validation
5. Joint Plenary Session for the Deliberation of Awardees
6. Gawad KALASAG Special Awards National Awarding Ceremony

Specifically, the implementation of these activities will employ the following methodologies:

### **A. Gawad KALASAG (GK) Seal for Local DRRM Councils and Offices (LDRRMCOs)**

For the purpose of this guideline, all Provincial, Cities, and Municipalities LDRRMCOs are mandated in the LDRRMCO Assessment. Barangay DRRM Committees are excluded in the LDRRMCO assessment until a subsequent policy or guideline would be issued for the said intent.

1. Orientation on the GK Guidelines and Tool
2. Self-Assessment of LGUs.

LGUs through the LDRRMCOs, prior to the conduct of the actual assessment, shall perform an honest appraisal of their respective LDRRMCOs

through a self-assessment rating using the prescribed LDRRMC/O Assessment Tool. (Please see attached LDRRMC/O Assessment Toolkit)

The LGUs shall accomplish and submit the said tool, attach the necessary documents as means of verification (MOV), duly accomplished and signed Omnibus Sworn Statement and submit to the OCD Regional Office through e-mail or courier.

The OCD Regional Office shall issue a Certificate of Compliance to all LGUs who have complied through the submission of the said documents, that shall likewise be used in the Seal of Good Local Governance (SGLG).

### 3. LDRRMCO Category Regional Evaluation

The Regional Validation Committee (RVC) composed of OCD Regional Offices and other members of Regional DRRMCs shall conduct desk review and/or field validation for the accomplished LDRRMCO Assessment tool as well as all the evidentiary documents attached as MOVs. Thereafter, the LDRRMCO Assessment Team shall validate these documents and provide feedback to the LGU on the result of the assessment.

LGUs may be assessed through desk evaluation and/or field validation. Only the LGUs that have garnered a rating of Fully Compliant (1.50 - 2.49) and Beyond Compliant (2.50 - 3.0) on Regional Evaluation shall make it to the National Level.

Whenever necessary, OCD Regional Offices may create additional LDRRMCO Assessment Teams to ensure timely and effective conduct of the LDRRMCO Assessment within their respective jurisdictions.

Results of the regional validation shall remain confidential. Official results will be issued by the OCD Central Office after the deliberation of the National Validation Committee (NVC) with concurrence of the NGKC.

### 4. Endorsement of Regional Evaluation to GK Secretariat

All OCD ROs shall submit the electronic copies of the documents of the qualified LGUs, such as assessment results and means of verification to the OCD Central Office through the GK Secretariat in preparation for the Joint National Deliberation.

### 5. Conditional Assessment Results via Online and Joint National Deliberation

The NVC will review and deliberate on the assessment results of the regional validation and as needed, shall call the concerned RVC for further clarification or validation. With a consensus from the members of the validating team the NVC will concur the awardees to be recommended for presentation to the NGKC.



OCD ROs shall notify the LDRRMCOs on the result of their assessment through formal communication.

## **B. Gawad KALASAG (GK) Special Awards**

Applicants for the GK Special Awards shall undergo desk evaluation and remote validation. Only the top awardees in each category of the Regional Level shall make it to the National Level selection process. Their winning entries, both in hard and soft copies, shall be submitted to the National Gawad Kalasag Secretariat, using the prescribed template/style guide. (Please see attached style guide)

The GK Special Recognition for Individual category shall be done through nomination from institutions or organizations such as Regional and National DRRM Councils, heads of agencies/offices/organizations, Local Chief Executives. etc.

For the Regional and National Level, the top three (3) finalists for each category that have garnered a score of at least 80 shall be determined through the desk evaluation. After the desk evaluation, the scores of the top three (3) finalists shall be reset to zero (0) and be subject to remote validation. Automatic succession of the next in rank will be applied for regional/national remote validation if the entry did not meet the hurdle rate and/or did not meet the minimum requirements explicitly provided in the checklist and further provided that it is within the set time frame or schedule of the validation.

### **1. Call for Entries**

The GK Secretariat shall issue a Memorandum for the commencement of GK Special Awards, disseminate information, Education and Communication Materials (IEC) through various outlets such as posting of announcement through the OCD and NGKC-member agencies' websites and official social media accounts.

### **2. Desk Evaluation**

The conduct of desk evaluation will adopt a secondary data review or content analysis of the winning entries or evidential documents assessed by the 17 regional selection committees across the country.

Results of the desk evaluation shall remain confidential until the deliberation of the NSC. Hence, the National Selection Committee (NSC) shall sign a non-disclosure agreement before the start of the desk evaluation.

### **3. Remote Validation**

The conduct of remote validation adopts a comprehensive method of secondary data review of the winning nominees and field observation of their actual accomplishment through virtual assessment.



During the actual validation, the NSC will be grouped according to their designated categories. After laying down the standards of procedures for the conduct of the validation process, the validating team will validate the top three nominees thru remote validation. Results of the field validation shall remain confidential until the deliberation of the NSC as a result of the non-disclosure agreement between OCD and the NSC during the desk evaluation.

#### **4. Final Deliberation of Awardees of NSC**

This GK Deliberation of Awardees shall adopt a mixed method of desk review and plenary.

For NSC Deliberation of Awardees, NSC will review and deliberate on the result of the field validation and the desk evaluation. With a consensus from the members of the validating team, the NSC will come up with their awardees to be recommended for presentation to the National Gawad KALASAG Committee (NGKC). The NSC will also prepare the citations of their awardees and finalists.

The NGKC shall deliberate and approve the recommended LDRRMC/O awardees and subsequently submit a resolution attaching the list of awardees to the Chairperson, NDRRMC for his final approval.

## **II. SELECTION COMMITTEES**

There shall be two (2) types of selection committees organized: (1) Validation Committee for GK Seal for LDRRMCO Category and (2) Selection Committee for GK Special Awards for CSOs, Private Organizations, GEMS, and Special Recognition for individuals and Organizations.

Members of the Regional and National Selection Validation Committees are designated focal persons from selected Regional and National DRRM Council Member Agencies and partner organizations.

There shall also be a National GK Committee which will serve as the Steering Committee composed of select NDRRMC and partner organizations. (Please see attached NDRRMC Memorandum for list of members that may compose the committees and their respective roles and responsibilities)

## **III. CATEGORIES OF AWARDS AND INCENTIVES**

The GK Seal and Special Awards CY 2022 will cover five (5) major categories as follows: (1) GK Seal for Local DRRM Councils and Offices (LDRRMCO); (2) GK Special Awards for Civil Society Organizations; (3) Private Organizations; (4) Government Emergency Management and Response Teams; and (5) GK Special Recognition for Individuals and Organizations. All GK national awardees with respect to their categories shall receive their incentives as specified below:

<b>CATEGORIES</b>		<b>INCENTIVES</b>
GK Seal for Local DRRM Councils and Offices	1. Local DRRM Councils and Offices	Plaque of Recognition:  Beyond Compliance: GK Seal of Excellence Fully Compliant: GK Seal
GK Special Awards for Civil Society Organizations	2. Volunteer Organizations (Emergency Response)  2. Peoples Organizations (Sectoral)  4. Local Civil Society Organizations	Top Awardee: Plaque plus Php 300,000.00 2 Finalists: Plaque plus Php 100,000.00
GK Special Awards for GEMS	5. Local Emergency Management and Response Team (GEMs)	Top Awardee: Plaque plus Php 300,000.00 2 Finalists: Plaque plus Php 100,000.00
GK Special Awards for Private Organizations	6. Private Organizations (Business/Corporate)	Top Awardee: Plaque plus Php 100,000.00 2 Finalists: Plaque plus Php 50,000.00
GK Special Recognitions	7. Special Recognition for Individuals 8. Special Recognition for Organizations	Plaque of Recognition

All cash incentives are subject to 20% final tax and shall be subject to government accounting, auditing rules and regulations

#### **IV. UTILIZATION OF GAWAD KALASAG CASH INCENTIVES**

Gawad KALASAG Cash incentives for Special Awards shall be utilized solely for the implementation of priority programs, activities and projects (PAPs) of the awarded government agency/sector/institution/organization, aligning these PAPs with the National Disaster Risk Reduction and Management Plan, National Climate Change Action Plan, Philippine Development Plan, Sendai Framework for Disaster Risk Reduction and Sustainable Development Goals, etc.

#### **V. GAWAD KALASAG AWARDING CEREMONY**

##### **A. National Awarding Ceremony**

The GK National Awarding Ceremony will be done virtually. The plaques of recognition and cash incentives shall be claimed by the winners from the concerned OCD Regional Offices.



### B. Regional Awarding Ceremony

There shall be no awarding ceremony for the Regional Gawad KALASAG.

## VI. Implementation of Activities

All Activities hereunder shall be conducted in accordance to existing health protocols issued by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, the Department of Health (DOH) and other relevant authorities.

## VII. TIMELINE OF ACTIVITIES

<b>Activities</b>	<b>GK SPECIAL AWARDS</b>											
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Orientation for Regional Focal Persons</b>												
<b>Call for Entries</b>												
<b>Regional Selection</b>												
<b>Submission of Entries to National</b>												
<b>National Desk Evaluation</b>												
<b>National Remote Evaluation</b>												
<b>Final Deliberation of Awardees and Joint Plenary Session</b>												
<b>National Awarding Ceremony</b>												
	<b>GK SEAL FOR LOCAL DRRM COUNCILS AND OFFICES</b>											
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Orientation on GK Seal Guidelines and Tool for GK Regional Selection Committee</b>												
<b>Self Assessment of LGUs</b>												
<b>Regional Evaluation</b>												


Submission of Accomplishment Report to GK Secretariat												
Conditional Virtual Assessment and Joint National Deliberation												
National Awarding Ceremony												

In this regard, may we respectfully request the submission of the accomplished LDRRMC/O toolkit, evidentiary documents / means of verification as indicated in the toolkit / checklist, and duly accomplished and signed Omnibus Sworn Statement to OCD MIMAROPA Regional Office for the evaluation and validation of the Regional Validation Team / Selection Committee not later than April 15, 2022. Further, entries for the GK Special Awards and Nominations for GK Special Recognition (please see attached checklist for each category for your reference and preparation of the relevant documents) may also be submitted to OCD MIMAROPA Regional Office not later than April 15, 2022.

For the GK Seal (LDRRMC/O Assessment), you may save the abovementioned documents through compact disc (CD) or USB Flash Drive and send to OCD MIMAROPA Regional Office, Provincial Engineering Office Compound, Kumintang Ilaya, Batangas City. Moreover, electronic / soft copies of the documents may be compiled in Google Drive, and send the link to email address: [ocd4\\_mimaropa@yahoo.com](mailto:ocd4_mimaropa@yahoo.com).

For the GK Special Awards for Civil Society Organizations and Special Recognition for Individuals and Organizations, you may send the hardbound (please see attached Style Guide for entries) and electronic copies of the required documents to OCD MIMAROPA Regional Office, Provincial Engineering Office Compound, Kumintang Ilaya, Batangas City. Electronic / soft copies of the documents may also be sent to email address: [ocd4\\_mimaropa@yahoo.com](mailto:ocd4_mimaropa@yahoo.com).

Thank you for your continuous support to the Regional DRRM Council's endeavors.

  
**MGEN RUBEN L. CARANDANG PAF (RET)**  
 Chairperson, RDRRMC MIMAROPA  
 Regional Director, OCD MIMAROPA





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



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FEB 02 2022

MEMORANDUM  
No. 061, s. 2022


TO: ALL OCD REGIONAL DIRECTORS

SUBJECT: COMMENCEMENT AND CALL FOR ENTRIES FOR THE 22<sup>nd</sup>  
GAWAD KALASAG (CY 2022) SEAL AND SPECIAL AWARDS FOR  
EXCELLENCE IN DISASTER RISK REDUCTION AND  
MANAGEMENT AND HUMANITARIAN ASSISTANCE.

In preparation for the 22<sup>nd</sup> Gawad KALASAG (GK) Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance, you are hereby directed to commence the regional validation for GK Seal for LDRRMCO Category and regional selection for GK Special Awards Categories.

Deadline for the submission of the regional winners for the GK Seal for LDRRMCO Category will be on 27 July 2022, while the regional winners for GK Special Awards Categories will be on 13 July 2022. In preparation for the National Validation, electronic copies of their documents and entries should be sent to the National GK Secretariat through email at [gawadkalasag@gmail.com](mailto:gawadkalasag@gmail.com).

For strict compliance.

  
USEC RICARDO B. JALAD  
Administrator



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**  
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

JAN 25 2022

**NDRRMC MEMORANDUM CIRCULAR**  
**No. 02 s. 2022**

**TO :** Members, National Disaster Risk Reduction and Management Council (NDRRMC);  
Chairpersons, Regional Disaster Risk Reduction and Management Councils (RDRRMCs);  
Metro Manila DRRMC; Bangsamoro Autonomous Region in Muslim Mindanao DRRMC; Province/Cities/Municipalities DRRMCs; and Other Concerned Offices

**SUBJECT :** Guidelines for CY 2022 Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance

**Gawad KALASAG**  
(KAlamidad at Sakuna LAbanan, SArling Galing ang Kaligtasan)

**BACKGROUND**

Established in 1998, the Gawad KALASAG (GK) Search for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance has served as the country's recognition and award scheme for various stakeholders who promote and implement disaster risk reduction and management, climate change adaptation (DRRM-CCA), and humanitarian assistance programs that protect and shield high risk communities against extreme hazards and render them more capable of addressing their vulnerabilities. It was aimed as a mechanism to obtain sustained commitment and support by recognizing exceptional contributions of DRRM practitioners in strengthening the resilience and adaptive capacities of various aspects of society and communities to disaster risks.

Based on past experiences and lessons learned, the Gawad KALASAG program was transformed into Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance (GK) and adopted a mandatory assessment of all Local Government Units, specifically Provinces, Cities, and Municipalities (PCM) and critical institutions (Schools and



Hospitals); continued competition for Civil Society Organizations (CSOs); and special recognition for individuals and organizations.

However, due to the active roles being performed by the LGUs in pandemic response and the mobility restrictions in most regions, the implementation of the GK Seal 2021 was cancelled.

Commencing CY 2022, the GK will cover the (1) GK Seal for Local DRRM Councils and Offices (LDRRMCO); (2) GK Special Awards for CSOs (i.e. Best Civil Society Organization, Best People's Organization, Best Volunteer Organization); (3) Best Private Organizations; (4) Best Government Emergency Management and Response Teams (GEMs); and (5) GK Special Recognition for Individuals and Organizations.

The assessment for schools and hospitals categories, meanwhile, will be postponed until 2023 to give way to the transition of the GK Seal for Schools and Hospitals, as well as to allow the concerned lead agencies to spearhead the enhancement of their selection process and assessment tools. In addition, this will also allow the concerned lead agencies to program the necessary budget.

## **I. RATIONALE**

With more than 20 years in its implementation, the Gawad KALASAG Search for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance has evolved based on actual ground situations and experiences.

The GK Seal for LDRRMCO is envisioned to serve as a performance assessment mechanism for all Local Government Units as they implement the provisions of Sections 11 and 12 of Republic Act No. 10121, specifically on the institutionalization of their Local DRRM Councils (LDRRMCs) and Local DRRM Offices (LDRRMOs), including other policy issuances such as the reporting on the allocation and utilization of the Local DRRM Fund (LDRRMF).

Further, the transformation of the Gawad KALASAG Search into GK Seal will provide the platform for convergence, and enhancement of the DRRM localization programs, projects and strategies of the National DRRM Council (NDRRMC), through the Office of Civil Defense (OCD) and the Department of the Interior and Local Government (DILG), such as Review of Local DRRM Plans (LDRRMPs), the assessment of LDRRMCOs, assessment and monitoring of LDRRMF utilization. With the mandatory assessment, the NDRRMC and LGUs can properly determine the challenges and gaps in their LDRRM Plan implementation processes, thus helping identify the activities to address DRRM-CCA needs and priorities of LDRRM officers and staff as well as LDRRMC members.



The mandatory assessment of schools and hospitals will further strengthen the institutionalization of DRRM standards of these critical infrastructures, thereby preventing disasters and minimizing disaster risks.

The retention of the GK Special Awards aims to continuously recognize and acknowledge the outstanding contribution of partners such as Civil Society Organizations, People's Organizations, Volunteer Organizations, Private Organizations, GEMS, and Individuals.

As the GK Seal and Special Awards seek to strengthen disaster resilience through the "whole-of-society" approach, it also ensures inclusivity, generating wider and greater participation as well as equal opportunity for all stakeholders in the promotion and sustainability of DRR-CCA innovations and best practices.

## **II. PURPOSE**

This Memorandum Circular is issued to prescribe the guidelines on the criteria (requirements/qualifications), procedures (phases/steps), and processes (assessment/selection/evaluation process), including the timelines on the implementation of Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance. Specifically, the Guidelines aim to provide the following:

- a. Mechanisms for the mandatory assessment of LDRRM Councils and Offices of Provinces, Cities and Municipalities under GK Seal for LDRRMCO Category;
- b. Procedure on the application or endorsement-based assessment of GK Special Awards for CSOs and GK Special Recognition for Individual and Organization categories;
- c. Composition of the Regional and National Validation/Selection Committee and the National Gawad KALASAG Committee demarcating their respective roles and responsibilities;
- d. Logistical and administrative arrangements for the conduct of GK Seal CY 2022 for the Local DRRM Councils and Offices; Civil Society Organizations which includes Peoples Organization and Volunteer Organizations; Private Organizations; GEMS; and Special Recognition for Individuals and Organizations; *and*
- e. For LGUs to prepare the necessary logistics and documentation requirements for the assessment of LDRRMCOs.



### III. CATEGORIES OF AWARDS AND INCENTIVES

The GK Seal and Special Awards CY 2022 will cover five (5) major categories as follows: (1) GK Seal for Local DRRM Councils and Offices; (2) GK Special Awards for Civil Society Organizations, (3) Private Organizations; (4) Government Emergency Management and Response Teams; and (5) GK Special Recognition for Individuals and Organizations.

All GK national awardees with respect to their categories shall receive their incentives as specified below:

CATEGORIES		INCENTIVES
GK Seal for Local DRRM Councils and Offices	1. Local DRRM Councils and Offices	Plaque of Recognitions:  Beyond Compliant: GK Seal of Excellence Fully Compliant: GK Seal
GK Special Awards for Civil Society Organizations	2. Volunteer Organizations (Emergency Response)	Top Awardee: Plaque plus Php 300,000.00 2 Finalists: Plaque plus Php 100,000.00
	3. Peoples Organizations (Sectoral)	
	4. Local Civil Society Organizations	
GK Special Awards for GEMs	5. Local Government Emergency Management and Response Team (GEMs)	Top Awardee: Plaque plus Php 300,000.00 2 Finalists: Plaque plus Php 100,000.00
GK Special Awards for Private Organizations	6. Private Organizations (Business/Corporate)	Top Awardee: Plaque plus Php100,000.00 2 Finalists: Plaque plus Php 50,000.00
GK Special Recognitions	7. Special Recognition for Individuals	Plaque of Recognition
	8. Special Recognition for Organizations	

All cash incentives are subject to 20% final tax and shall be subject to government accounting, auditing rules and regulations.

### IV. APPLICATION AND SELECTION PROCESS

Mandatory assessment of all LDRRMCOs shall be conducted, while the Special Awards for other categories shall be on application basis. The coverage for the GK Seal and Special Awards 2022 assessment will be the accomplishments of CY 2021.

The following assessment process shall be conducted for the Gawad KALASAG Seal for Local DRRM Councils and Offices (LDRRMCO) Category:



1. Orientation on GK Guidelines and Tool for the GK Regional Focal Persons and National Selection Committee
2. Self-Assessment of LGUs
3. LDRRMCO Category Regional Evaluation
4. Endorsement of Regional Evaluation Result to the National GK Secretariat
5. Conditional Virtual Assessment of Results and Joint National Deliberation
6. Gawad KALASAG Seal National Awarding Ceremony

On the other hand, for the Gawad KALASAG Special Awards and Special Recognition for Individuals Category, the following selection process activities shall be conducted:

1. Orientation on GK Guidelines and Checklists for the GK Regional Focal Persons and National Selection Committee
2. Call for Entries
3. Desk Evaluation
4. Remote Validation
5. Joint Plenary Session for the Deliberation of Awardees
6. Gawad KALASAG Special Awards National Awarding Ceremony

Specifically, the implementation of these activities shall employ the following methodologies:

#### **A. Gawad KALASAG (GK) Seal for Local DRRM Councils and Offices**

This Memorandum also covers all concerned OCD Central Office and Regional Office officials and staff, and 1,715 LGUs specifically, the provinces, cities and municipalities in the country.

For the purpose of this guideline, all Provincial, Cities and Municipalities LDRRMCOs are mandated in the LDRRMCO assessment. Barangay DRRM Committees (BDRRMCs) shall be excluded until a subsequent policy or guideline would be issued for the said intent.

##### **1. Orientation on GK Guidelines and Tool for the GK Regional Focal Persons and National Selection Committee**

This is a three-day activity to orient the GK National and Regional Selection Committee on the GK Guidelines including the LDRRMCO Assessment Tool and further discuss the strategies, timelines and action plans to ensure smooth implementation of the GK Seal.

##### **2. Self-Assessment of LGUs**

LGUs through the LDRRMCOs, prior to the conduct of the actual assessment, shall perform an honest appraisal of their respective LDRRMCOs through a self-assessment rating using the prescribed LDRRMCO Assessment Tool.



The LGUs shall accomplish and submit the said tool, attach the necessary documents as means of verification (MOV), duly accomplished and signed Omnibus Sworn Statement and submit to their respective OCD Regional Offices through e-mail or courier.

The OCD Regional Offices shall issue a Certificate of Compliance to all LGUs who have complied through the submission of the said documents, that shall likewise be used in the Seal of Good Local Governance (SGLG).

### **3. LDRRMCO Category Regional Evaluation**

The Regional Validation Committee (RVC) composed of OCD Regional Offices and other members of Regional DRRMCs (RDRRMCs) shall conduct desk review and/or field validation for the accomplished LDRRMCO Assessment tool as well as all the evidentiary documents attached as MOVs. Thereafter, the LDRRMCO Assessment Team shall validate these documents and provide feedback to the LGU on the result of the assessment.

LGUs may be assessed through desk evaluation and/or field validation. Only the LGUs that have garnered a rating of Fully Compliant (1.50 – 2.49) and Beyond Compliant (2.50 – 3.0) on Regional Evaluation shall make it to the National Level.

Whenever necessary, RDRRMCs may create additional LDRRMCO Assessment Teams to ensure timely and effective conduct of the LDRRMCO Assessment within their respective jurisdictions.

Results of the regional validation shall remain confidential. Official results will be issued by the OCD Central Office after the deliberation of the National Validation Committee (NVC) with concurrence of the NGKC.

### **4. Submission of Accomplishment Report to GK Secretariat**

All OCD ROs shall submit the electronic copies of the documents of the qualified LGUs, such as the assessment results and means of verification to the OCD Central Office through the GK Secretariat in preparation for the Joint National Deliberation.

### **5. Conditional Virtual Assessment of Results and Joint National Deliberation**

The NVC will review and deliberate on the assessment results of the regional validation and if needed, shall call the concerned RVC for further clarification or validation. With a consensus from the members of the validating team, the NVC will concur the awardees to be recommended for presentation to the NGKC.



The NGKC shall deliberate and approve the recommended LDRRMCO awardees and subsequently submits a resolution attaching the list of awardees to the Chairperson, NDRRMC for his final approval.

OCD ROs shall notify the LDRRMCOs on the result of their assessment through formal communication.

## **B. Gawad KALASAG (GK) Special Awards**

Applicants for GK the Special Awards shall undergo desk evaluation and remote validation. Only the top awardees in each category at the Regional Level shall make it to the National Level selection process. Their regional awardees entries, both in hard and soft copies, shall be submitted to the National Gawad KALASAG Secretariat, using the prescribed template/style guide. (**Annex A: Style Guide**)

The GK Special Recognition for Individual category shall be done through nomination from institutions or organizations such as Regional and National DRRM Councils, heads of agencies/offices/organizations, local chief executives, etc.

For the Regional and National Level, the top three (3) finalists for each category have garnered a score of at least 80% shall be determined through desk evaluation. After the desk evaluation, the scores of the top three (3) finalists shall be reset to zero (0) and be subjected for remote validation. Automatic succession of the next in rank will be applied for regional/national remote validation if the entry does not meet the hurdle rate and/or did not meet the minimum requirements explicitly provided in the checklist. Further, that the remote validation will be conducted within the set time frame or schedule.

### **1. Orientation on GK Guidelines and Checklists for the GK Regional Focal Persons and National Validation Committee**

The conduct of the Orientation to GK Focal Persons and NVC composed of National Validators from partner agencies on the new GK Guidelines will employ a classroom or via video-teleconference discussion wherein the new GK Guidelines and the 22nd GK Time and Work Plan for implementation will be presented in plenary.

Thereafter, there will be an open forum where the participants will have the chance to ask relevant questions that will help them undertake the GK procedures.

### **2. Call for Entries**

The GK Secretariat shall issue a Memorandum for the commencement of GK Special Awards, disseminate Information, Education and Communication Materials (IEC) through various outlets such as posting of announcement through the OCD and NGKC-member agencies' websites and official social media accounts.



### **3. Desk Evaluation**

The conduct of desk evaluation will adopt a secondary data review or content analysis of the winning entries or evidential documents assessed by the 17 regional selection committees across the country.

Results of the desk evaluation shall remain confidential until the deliberation of the NVC. Hence, National Security Council (NSC) shall sign a non-disclosure agreement before the start of the desk evaluation.

### **4. Remote Validation**

The conduct of remote validation adopts a comprehensive method of secondary data review of the winning nominees and field observation of their actual accomplishments through virtual assessment.

During the actual validation, the NSC will be grouped according to their designated categories. After laying down the standards of procedures for the conduct of the validation process, the validating team will validate the top three nominees thru remote validation.

Results of the validation shall remain confidential until the deliberation of the NSC as a result of the non-disclosure agreement between OCD and the NSC during the desk evaluation.

### **5. Final Deliberation of Awardees of NSC**

This GK Deliberation of Awardees shall adopt a mixed method of desk review and plenary.

For NSC Deliberation of Awardees, the NSC will review and deliberate on the result of the validation and the desk evaluation. With a consensus from the members of the validating team, the NSC will come up with their awardees to be recommended for presentation to the National Gawad KALASAG Committee (NGKC). The NSC will also prepare the citations of their awardees and finalists.

The NGKC shall deliberate and approve the recommended LDRRMCO awardees and subsequently submits a resolution attaching the list of awardees to the Chairperson, NDRRMC for his final approval.

## **C. Redress Mechanism**

The RDRRMC will serve as a primary Redress Committee for the Gawad KALASAG to address grievances, appeals and protests arising from the evaluation and validation of submissions and entries. Matters that cannot be resolved at the regional level shall be raised to the national level by the concerned RDRRMC.

Any grievance should be made in writing by the interested parties within fifteen (15) days from receipt of official results citing the grounds of their complaint(s) or appeal.



## **V. SELECTION COMMITTEES**

There shall be two (2) types of selection committees organized: (1) Validation Committee for GK Seal for LDRRMCO Category and (2) Selection Committee for GK Special Awards for CSOs, Private Organizations, GEMs, and Special Recognition for Individuals and Organizations.

Members of the Regional and National Selection/Validation Committees are designated focal persons from selected Regional and National DRRM Council Member Agencies and partner organizations.

There shall also be a National GK Committee which will serve as the Steering Committee composed of select NDRRMC member agencies and partner organizations.

The list of member agencies and partners that may compose the committees and their respective roles and responsibilities are provided in **Annex B: Selection Committees**.

### **A. QUALIFICATION OF NATIONAL VALIDATION/SELECTION COMMITTEE**

The National Validation/Selection Committee (NVSC) shall be composed of representatives from the NDRRMC member agencies and duly endorsed by the head of Agency or its duly designated representative.

The National GK Secretariat may nominate or pre-determine NVSC from NDRRMC member agencies based on consistent and meritorious participation from previous Gawad KALASAG sessions to ensure continuity and sustainability of Gawad KALASAG processes.

The duly endorsed NVSC shall participate in the Orientation on GK Guidelines and Checklists to be qualified to perform the assigned tasks.

## **VI. UTILIZATION OF GAWAD KALASAG CASH INCENTIVES**

Gawad KALASAG cash incentives for Special Awards, shall be utilized solely for the implementation of priority programs, activities and projects (PAPs) of the awarded government agency/sector/institution/organization, aligning these PAPs with the National Disaster Risk Reduction and Management Plan, National Climate Change Action Plan, Philippine Development Plan, Sendai Framework for Disaster Risk Reduction and Sustainable Development Goals, etc.



## **VII. GAWAD KALASAG AWARDING CEREMONY**

### **A. National Awarding Ceremony**

The 22<sup>nd</sup> GK National Awarding Ceremony will be done virtually. The plaques of recognition and cash incentives shall be claimed by the winners from the concerned OCD regional offices.

### **B. Regional Awarding Ceremony**

There shall be no awarding ceremony for the Regional Gawad KALASAG.

## **VIII. LOGISTICAL AND ADMINISTRATIVE ARRANGEMENTS**

### **A. National and Regional Validation**

For the RSCs and RVCs, claim of incidental expenses will be from sending agency/organization while food, transportation, and accommodation will be charged to funds of OCD Regional Offices.

The National and Regional Selection/Validation Committee members shall receive honoraria for technical services provided during the Gawad KALASAG major events or activities such as Desk Evaluation, Field/Remote Validation and Deliberations.

All payments shall be in accordance with the existing government accounting and auditing rules and regulations.

### **B. Implementation of Activities**

All activities hereunder shall be conducted in accordance to existing health protocols issued by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, the Department of Health (DOH) and other relevant authorities.

## **IX. TIMELINE OF ACTIVITIES**

### **A. GK Seal for LDRRMCOs**

ACTIVITIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Orientation on GK Guidelines and Tool for the GK Regional Focal Persons and National Selection Committee												



Self Assessment of LGUs												
Regional Desk Evaluation												
Submission of Accomplishment Report to GK Secretariat												
Conditional Virtual Assessment and Joint National Deliberation												
National Awarding Ceremony												

### B. Special Awards

ACTIVITIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Orientation on GK Guidelines and Tool for the GK Regional Focal Persons and National Selection Committee												
Call for Entries												
Regional Selection												
Submission of Entries to National												
National Desk Evaluation												
National Remote Validation												
Final Deliberation of Awardees and Joint Plenary Session												
National Awarding Ceremony												

### X. REPEALING CLAUSE

The provisions of NDRRMC Memorandum Circular No. 06 s. 2021, "**Guidelines for CY 2021 Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance**", and all other issuances inconsistent thereof shall be hereby repealed.



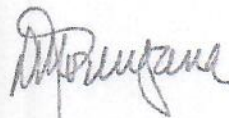
## **XI. EFFECTIVITY**

This Memorandum Circular shall take effect immediately upon the approval by the Chairperson, NDRRMC unless revoked or revised.

## **XII. APPROVAL AND PROMULGATION**

These Guidelines on Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance is hereby approved and thereby promulgated.

For guidance and compliance.



**DELFIN N. LORENZANA**  
Chairperson, NDRRMC and  
Secretary, Department of National Defense





## **ANNEX A**

### **STYLE GUIDE FOR ENTRIES**

1. This style guide applies only for entries for the following categories: Civil Society Organization (CSO), Volunteer Organization, Peoples' Organization, Private Organization, Government Emergency Management and Response Teams (GEMs), and Special Recognition for Individuals and Organizations.
2. All entries must contain an accurate Table of Contents, indicating the Preliminaries and Criteria including their corresponding pages. All pages except the Table of Contents must indicate their corresponding page numbers. Each criterion shall be tabbed accordingly. Please see attached sample.
3. Introduction shall be limited to the following:
  - a. Brief description or profile of the category
  - b. Brief message and acknowledgments
  - c. Executive Summary
4. All pictures must be colored and in high-definition quality to ensure clarity when expanded. There shall be a minimum of two (2) photo attachments per page if supplemented with captions, or at least three (3) photos when not accompanied with captions.
5. A minimum of two (2) scanned copies of documents per page is required. Unless of utmost importance or relevance that the contents may not be readable when reduced in size, such documents shall be allowed to occupy an entire page.
6. All entries shall be submitted book bound and hardbound in one single document. Consideration shall be made for localities wherein hard binding services are not available. In such case, the OCD Regional Office concerned shall furnish the Gawad KALASAG Secretariat a certification, signed by the Regional Director, to prove the same.
7. The following standards on font type, font size, paper size, paper orientation, line spacing, indents, and the maximum number of pages shall be required for all entries.
  - a. Font type: Times New Roman/Arial
  - b. Font size for the context: 12
  - c. Paper orientation: Portrait



- d. Paper size: A4
  - e. Line spacing: Single spacing
  - f. Indents provided for in the style guide sample format
  - g. Maximum pages: 300 including introduction, annexes, and attachments (NOT back-to-back)
8. The following color coding of entry cover page according to category shall be followed:
- Civil Society Organization: Yellow
  - Peoples' Organization: Orange
  - Volunteer Organization: Violet
  - Private Organization: Blue
  - Government Emergency Management and Response Teams (GEMs): Red
  - Special Recognition: White
9. The presentation of compliance in different categories shall be clear, concise, and straight to the point. Unnecessary inclusion whether in text or document to an entry is highly discouraged. Annexes shall be limited to the following:
- a. Means of verification
  - b. Relevant photos
  - c. Clearances/ Titles
  - d. Minutes of the Meeting
  - e. MOA/MOU
  - f. Documents that will prove a claim

To facilitate efficient and orderly deliberation and evaluation of all entries, deliberate non-compliance to the aforementioned requirements shall merit disqualification of the entry.



**ANNEX B**  
**SELECTION COMMITTEES**

**1. National Gawad KALASAG Committee (NGKC)**

**A. Composition**

<b>Chairperson</b>	: Office of Civil Defense (OCD) and Executive Director, NDRRMC
<b>Vice-Chairpersons</b>	: Department of Science and Technology (DOST) Department of the Interior and Local Government (DILG) Department of Social Welfare and Development (DSWD) National Economic and Development Authority (NEDA)
<b>Members</b>	: Department of Health (DOH) Department of Education (DepEd) Climate Change Commission (CCC) Philippine Information Agency (PIA) Disaster Risk Reduction Network Philippines (DRRNet Phils) Department of Trade and Industry (DTI) Commission on Higher Education (CHED) Philippine National Police (PNP) Armed Forces of the Philippines (AFP) Bureau of Fire Protection (BFP) National Mapping and Resource Information Authority (NAMRIA) National Anti-Poverty Commission (NAPC) Philippine National Volunteer Service Coordinating Agency (PNVSCA) Philippine Red Cross (PRC)
<b>Secretariat</b>	: Capacity Building and Training Service, Office of Civil Defense

**B. Roles and Functions**

- i. Provide general direction for the conduct and implementation of the Gawad KALASAG national assessment;
- ii. Recommend to the NDRRMC Chairperson the approval for any amendment/revision of the guidelines.
- iii. Confirm the result of the selection for the different categories; and
- iv. Recommend to the NDRRMC Chairperson the approval of the national awardees of each category.

**2. National Validation/Selection Committee as National Validators**

**A. Composition**

- Department of Science and Technology (DOST)
- Department of the Interior and Local Government (DILG)
- Department of Social Welfare and Development (DSWD)
- National Economic and Development Authority (NEDA)



- Department of Health (DOH)
- Department of Public Works and Highways (DPWH)
- Department of Education (DepEd)
- Department of Trade and Industry (DTI)
- Commission on Higher Education (CHED)
- Climate Change Commission (CCC)
- Philippine Information Agency (PIA)
- Philippine National Police (PNP)
- Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA)
- Philippine Institute of Volcanology and Seismology (PHIVOLCS)
- Armed Forces of the Philippines (AFP)
- Bureau of Fire Protection (BFP)
- Disaster Risk Reduction Network Philippines (DRRNet Phils)
- National Mapping and Resource Information Authority (NAMRIA)
- National Anti-Poverty Commission (NAPC)
- Philippine National Volunteer Service Coordinating Agency (PNVSCA)
- Philippine Commission on Women (PCW)
- Philippine Red Cross (PRC)
- Save the Children Philippines
- Philippine Disaster Resilience Foundation
- Other NDRRMC – member agencies and partners

#### **B. Roles and Functions**

- i. Evaluate entries at the National level;
- ii. Field validate the results of the desk evaluation for the different categories;
- iii. Deliberate and prepare validation reports and citations of nominees for all GK Seal for LDRRMCO and GK Special Awards for CSO and Special Recognition categories national winners;
- iv. Recommend the national winners of each category to the NGKC for the approval of Chairperson, NDRRMC; and
- v. Other roles incidental to the conduct of Gawad KALASAG, such as but not limited to: Lead in the TWG for the revision of GK guidelines, checklists, and guidance notes; recommend improvement of processes to NGKC; and submit reportorial requirements as may be required by the Gawad KALASAG Secretariat, among others.

### **3. Regional Validation/Selection Committee**

#### **A. Regional Validation Committee for LDRRMCO Assessment**

<b>Chairperson</b>	: OCD Regional Office (RO) Directors (For BARMM, the OCD Regional Director shall serve as the Chairperson)
<b>Members</b>	: Department of Science and Technology (DOST) RO Department of the Interior and Local Government (DILG) RO Department of Social Welfare and Development (DSWD) RO National Economic and Development Authority (NEDA) RO Civil Society Organization Regional Representative



BARMM counterpart Ministries, Agencies, or Office	
Secretariat	: Office of Civil Defense Regional Office

**B. Regional Selection Committee for Civil Society Organizations and Special Recognition**

Chairperson	: OCD Regional Office (RO) Directors (For BARMM, the OCD Regional Director shall serve as the Chairperson)
Vice Chairpersons	: Department of Science and Technology RO (DOST) Department of the Interior and Local Government RO (DILG) or Ministry of the Interior and Local Government (for BARMM) Department of Social Welfare and Development RO (DSWD) National Economic and Development Authority RO (NEDA)
Members	: Department of Health (DOH) RO Department of Education (DepEd) RO Department of Public Works and Highways (DPWH) RO Department of Trade and Industry (DTI) RO Commission on Higher Education (CHED) RO Philippine Information Agency (PIA) RO Civil Society Organization Regional Representative Philippine National Police (PNP) RO Armed Forces of the Philippines (AFP) RO Bureau of Fire Protection (BFP) RO Philippine Red Cross (PRC) BARMM counterpart ministries, agencies, or office
Secretariat	: Office of Civil Defense Regional Office

In case the aforesaid agencies/organizations are not present and unavailable in the Region, the Validation and Selection Committee may opt to change or reorganize the composition of the assessment team, provided that there shall be at least three (3) members in each team.