



REPUBLIC OF THE PHILIPPINES
REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL MIMAROPA

Regional Disaster Risk Reduction and Management Council MIMAROPA, PEO Compound, Kumintang Ilaya, Batangas City, Philippines

MEMORANDUM

No. 097 s. 2022

FOR : All MIMAROPA RDRRMC Member Agencies
Chairpersons Provincial, City and Municipal DRRM Councils
and Barangay DRRM Committees

SUBJECT : Accreditation of Community Disaster Volunteers (ACDV) Online
Platform and Guidelines on the Accreditation, Mobilization and
Protection of Community Disaster Volunteers

DATE : 27 April 2022

Reference: NDRRMC Memorandum No. 067 s 2022 re Accreditation of Community
Disasters Volunteers (ACDV) Online Platform

Section 9 (o) of Republic Act 10121 mandates the Office of Civil Defense (OCD) to prepare the criteria and procedure for the enlistment of accredited community disaster volunteers (ACDVs). This also includes the development of manual of operations for the volunteers. To implement such requirement, NDRRMC Memorandum Circular No. 64 s 2021 has been issued, which provides the guidelines on the accreditation, mobilization and protection of community volunteers.

For this purpose, the OCD through the Operations Service (OS) has developed the **Accreditation of Community Disaster Volunteers (ACDV) Online Platform** to facilitate the accreditation process and allow for digital submission of requirements by volunteer organizations and approval by local government units (LGUs) as accrediting bodies. The ACDV Online Platform can be accessed via the NDRRMC website with direct link as follows:

<https://volunteers.ndrrmc.gov.ph/>

The following are the general instructions for using the ACDV Online Platform:

For Local Disaster Risk Reduction and Management Offices (LDRRMOs):

1. The City or Municipality DRRMO must register and create an account as Accrediting Body, subject to approval of the OCD Regional Offices.
2. The OCD Regional Office will conduct a verification on the legitimacy of the application of the LDRRMO.
3. Upon approval, the LDRRMO can login and use the online platform to review and approve the accreditation of Volunteer Organizations.



REPUBLIC OF THE PHILIPPINES
REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL MIMAROPA

Regional Disaster Risk Reduction and Management Council MIMAROPA, PEO Compound, Kumintang Ilaya, Batangas City, Philippines

For Community Disaster Volunteer Organizations:

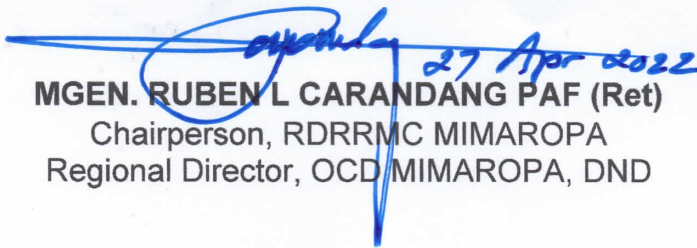
1. The Volunteer Organization must register, create account, and apply for accreditation under the area of responsibility of the LDRRMO.
2. Upon creation of the account, the Volunteer Organization can proceed to provide organizational information and submit documentary requirements.
3. Once approved, the Volunteer Organization is now accredited by the LDRRMO.

For Individual Volunteers: Individual volunteers must be affiliated formally to an organization to become accredited.

All Members of Disaster Risk Reduction and Management Council (DRRMCs) at the Regional, Provincial, City, Municipal Levels as well as Barangay Disaster Risk Reduction and Management Committees, and other Stakeholders are hereby enjoined to disseminate the use of the ACDV Online Platform and ensure adherence to the guidelines on the accreditation, mobilization and protection of community disaster volunteers.

For your information and guidance.

Thank you and warmest regards.


MGEN. RUBEN L. CARANDANG PAF (Ret)
Chairperson, RDRRMC MIMAROPA
Regional Director, OCD MIMAROPA, DND

Enclosure: as stated



APR 26 2022

MEMORANDUM
No. 067, s. 2022

TO : ALL MEMBERS OF THE DRRMCS AT THE NATIONAL, REGIONAL, PROVINCIAL, CITY AND MUNICIPAL LEVELS AND BARANGAY DRRM COMMITTEES

SUBJECT: Accreditation of Community Disaster Volunteers (ACDV) Online Platform

Section 9 (o) of Republic Act 10121 mandates the Office of Civil Defense (OCD) to prepare the criteria and procedure for the enlistment of accredited community disaster volunteers (ACDVs). This also includes the development of manual of operations for the volunteers. To implement such requirement, NDRRMC Memorandum Circular No. 64, s-2021 has been issued, which provides the guidelines on the accreditation, mobilization and protection of community disaster volunteers.

For this purpose, the OCD through the Operations Service (OS) has developed the **Accreditation of Community Disaster Volunteers (ACDV) Online Platform** to facilitate the accreditation process and allow for digital submission of requirements by volunteer organizations and approval by local government units (LGUs) as accrediting bodies. The ACDV Online Platform can be accessed via the NDRRMC website, with direct link as follows:

<https://volunteers.ndrrmc.gov.ph/>

The following are the general instructions for using the ACDV Online Platform:

For Local Disaster Risk Reduction and Management Offices (LDRRMOs):

1. The City or Municipal DRRMO must register and create an account as an Accrediting Body, subject to approval of the OCD Regional Offices.
2. The OCD Regional Office will conduct a verification on the legitimacy of the application of the LDRRMO.
3. Upon approval, the LDRRMO can login and use the online platform to review and approve the accreditation of Volunteer Organizations.

For Community Disaster Volunteer Organizations:

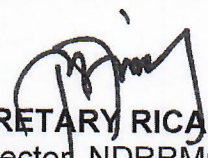
1. The Volunteer Organization must register, create account, and apply for accreditation under the area of responsibility of the LDRRMO.
2. Upon creation of the account, the Volunteer Organization can proceed to provide organizational information and submit documentary requirements.
3. Once approved, the Volunteer Organization is now accredited by the LDRRMO.

For individual volunteers: Individual volunteers must be affiliated formally to an organization to become accredited.

All Members of Disaster Risk Reduction and Management Councils (DRRMCs) at the National, Regional, Provincial, City, Municipal Levels as well Barangay Disaster Risk Reduction and Management Committees, and other Stakeholders are hereby enjoined to disseminate the use of the ACDV Online Platform and ensure adherence to the guidelines on the accreditation, mobilization, and protection of community disaster volunteers.

For information and guidance.

For the Chairperson, NDRRMC:


UNDERSECRETARY RICARDO B JALAD
Executive Director, NDRRMC and
Administrator, OCD *asg*





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

JUN 08 2021

MEMORANDUM CIRCULAR
No. 64 s, 2021

TO : ALL CHAIRPERSONS AND 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, CONSTITUTIONAL OFFICES, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS, LOCAL CIVIL SOCIETY ORGANIZATIONS, AND PRIVATE SECTORS

SUBJECT : GUIDELINES ON THE ACCREDITATION, MOBILIZATION, AND PROTECTION OF COMMUNITY DISASTER VOLUNTEERS

I. BACKGROUND

The Philippine Government has recognized the important role volunteerism play in nation-building. This is evidenced through several laws that have been promulgated and policies that have been adopted on the subject. Foremost among this is Republic Act No. 9418 or the Volunteer Act of 2007, which declared that: *"it shall be the policy of the State to promote the participation of various sectors of the Filipino society... in public and civic affairs, and adopt and strengthen the practice of volunteerism as a strategy in order to attain national development... The inculcation of volunteerism as a way of life shall rekindle in every Filipino the culture and time-honored tradition of 'Bayanihan' to foster social justice, solidarity, and sustainable development."*

The contribution of volunteers in Philippine society is especially evident with respect to disasters. Volunteers provide services in all key thematic areas of disaster risk reduction and management (DRRM), namely: (a) disaster prevention and mitigation; (b) disaster preparedness; (c) disaster response, and (d) disaster recovery and rehabilitation. Some activities in these areas include the conduct of information, education and communication (IEC) campaigns, and DRRM-related capacity development initiatives for disaster-prone communities; support to national and local government in relief assistance, as well as in the conduct of search and rescue operations; and in infrastructure rehabilitation or rebuilding.

The following Policy Guidelines respond to the directive of R.A. 10121 and its corresponding Implementing Rules and Regulations (IRR) as these present the enabling policies needed to operationalize the accreditation, mobilization and protection of community disaster volunteers. Overall, the Guidelines respond to the call to promote, adopt and strengthen volunteerism among Filipinos, particularly in addressing disaster risk reduction and management.

II. LEGAL REFERENCES

In recognition of the important role volunteers play in DRRM, Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010 declares that: *“it shall be the policy of the State to engage the participation of civil society organizations (CSOs), the private sector and volunteers in the government’s disaster risk reduction programs towards complementation of resources and effective delivery of services to the citizenry”*. R.A. 10121 mandates the Office of Civil Defense (OCD) to: *“create an enabling environment for substantial and sustainable participation of CSOs, private groups, volunteers and communities, and recognize their contributions in the government’s disaster risk reduction efforts”*.

R.A. 10121 also states that: *“The government agencies, CSOs, private sector, and LGUs may mobilize individuals or organized volunteers to augment their respective personnel complement and logistical requirements in the delivery of disaster risk reduction programs and activities. The (government) agencies, CSOs, private sector, and LGUs concerned shall take full responsibility for the enhancement, welfare and protection of volunteers, and shall submit the list of volunteers to the OCD, through the LDRRMOs, for accreditation and inclusion in the database of community disaster volunteers”*. It further directs the OCD to: *“prepare the criteria and procedure for the enlistment of accredited community disaster volunteers or ACDVs. It shall include a manual of operations for the volunteers which shall be developed by the OCD in consultation with various stakeholders”*.

III. ACCREDITATION, MOBILIZATION, AND PROTECTION OF COMMUNITY DISASTER VOLUNTEERS

R.A. 10121 states that processes have to be put in place for the effective accreditation and mobilization of community disaster volunteers. The law also indicates the need to establish necessary policies that will ensure the protection of the Accredited Community Disaster Volunteers (ACDVs). Its IRR further determines the responsibilities pertaining to the accreditation, mobilization and protection of volunteers.

In particular, Rule 9 of the IRR states that the government agencies, civil society organizations (CSOs), private sector, and LGUs may mobilize individuals or organized volunteers to augment their respective personnel complement and logistical requirements in the delivery of disaster risk reduction programs and activities; the same agencies and sectors, therefore, shall take full responsibility for the enhancement, welfare and protection of their volunteers.

For the purpose of the Guidelines, and in consideration of the role these agencies and organizations play in the accreditation, mobilization and protection of

ACDVs, the government agencies, CSOs, private sectors, and LGUs referred to in R.A. 10121 shall now be referred to as 'Volunteer Mobilizing Organizations' or 'VMOs'.

Further, the Guidelines mandate that to streamline the ACDV processes, accreditation of individuals and organized volunteers shall be coursed through the VMOs at the local level.

IV. PURPOSE

The Guidelines is issued to enable the institutionalization of mechanisms for the effective and efficient accreditation, mobilization and protection of individuals and organized volunteers in all cities and municipalities in the Philippines.

Specifically, the Guidelines aim to:

- a. define the minimum qualification criteria and set the general procedures for the accreditation of VMOs, and subsequently, the ACDVs;
- b. establish general guidelines for the protocols and procedures for the mobilization of ACDVs;
- c. set minimum standards on the protection and provision of compensatory benefits for ACDVs; and
- d. define the institutional arrangements needed for the accreditation, mobilization and protection of individuals and organized volunteers.

V. SCOPE / COVERAGE

As mandated under R.A. 10121, the accreditation process is conducted at the local level, by the City or Municipality Local Disaster Risk Reduction and Management Councils (LDRRMCs), through the Local Disaster Risk Reduction and Management Offices or the LDRRMOs.

The Guidelines cover the processes and procedures involved in (a) the accreditation of the Volunteer Mobilizing Organizations (VMOs), and subsequently, (b) the accreditation of their respective individual community disaster volunteer members.

The Guidelines also pertain to the processes of (a) mobilization and protection of said ACDVs, including (b) the mobilization of graduates of the community-based National Service Reserve Corps (NSRC) in their capacity as ACDVs under the Cities, Municipalities, or Barangay, or through accredited CSOs or Private Sectors.

Only those Filipino community disaster volunteers, including the Resident Foreign Nationals, are covered by these Guidelines. Accreditation and mobilization of international or foreign volunteers are covered by separate laws and/or policies under

the Philippine National Volunteer Service Coordinating Agency (PNVSCA), or the Department of Foreign Affairs (DFA).

VI. GENERAL POLICY STATEMENT

The following policies shall guide the Regional and Local Disaster Risk Reduction and Management Councils (R/LDRRMCs), Local Disaster Risk Reduction and Management Offices (LDRRMOs), and other stakeholders concerning the accreditation, mobilization and protection of community disaster volunteers:

- a. Accreditation and mobilization of community disaster volunteers shall be undertaken through the Volunteer Mobilizing Organizations or 'VMOs', which can either be government agencies, CSOs, private sector, or LGUs. An individual community disaster volunteer shall register and become a member of a VMO for him/her to be accredited;
- b. These VMOs may mobilize individuals and/or organized volunteers to augment their respective personnel complement and logistical requirements in the delivery of disaster risk reduction and management programs and activities;
- c. VMOs shall be responsible for gathering, consolidating and submitting the details of individuals and organized volunteers for inclusion in the National Roster of Accredited Community Disaster Volunteers. This shall be done through the (City or Municipality) LDRRMOs;
- d. The mobilization, and protection of ACDVs, likewise, shall be the responsibility of the VMOs after having submitted the volunteers' respective details to the LDRRMOs;
- e. *Volunteer work* under the Guidelines includes activities undertaken within the four thematic areas of DRRM, i.e. (a) disaster prevention and mitigation; (b) disaster preparedness; (b) disaster response; (d) disaster rehabilitation and recovery. These DRRM activities shall pertain also to addressing both natural hazards and human-induced disasters;
- f. Any Filipino citizen of legal age, regardless of gender, ethnicity, religion or physical capability may be an accredited ACDV provided the qualification criteria that have been defined for the volunteer role he or she is applying to are met.

VII. DEFINITION OF TERMS

For this Guidelines, the following definitions apply:

Accreditation refers to the process of officially recognizing a Volunteer Mobilizing Organization (VMO) and its community disaster volunteer members as qualified to perform particular DRRM tasks or responsibilities.

Accredited Community Disaster Volunteers (ACDVs) (also referred to from time to time in this document as *Volunteers*) are individuals or organized volunteers who possess the requisite qualifications stipulated in these guidelines and whose names were submitted and officially included in the LDRRMC List of Community Disaster Volunteers, and/or the National Roster of ACDVs maintained by the Office of Civil Defense (OCD).

Bayanihan is a Filipino word derived from the word *bayan* meaning town, nation, or community in general. "*Bayanihan*" literally means, "*being in a bayan*," and is thus used to refer to a spirit of communal unity and cooperation. Although *bayanihan* can manifest itself in many forms, it is probably most clearly and impressively displayed in the old tradition of neighbors helping a relocating family by getting enough volunteers to carry the whole house, and literally moving it to its new location. It takes a fairly large number of people -- often 20 or more -- working together to carry the entire house. All this is done in a happy and festive mood.

Character Reference refers to a person or institution who is knowledgeable with, and who can vouch for, the work and/or expertise of a VMO or community disaster volunteer.

Civil Society Organizations (CSOs) are non-state actors whose aims are neither to generate profits nor to seek governing power; CSOs' mandate is to unite people to advance or promote shared goals and interests. CSOs include, but are not limited to, non-government organizations (NGOs), professional associations, foundations, independent research institutes, community-based organizations (CBOs), faith-based organizations, people's organizations, social movements, labor unions, housing, and neighborhood associations.

Code of Conduct pertains to the set of rules outlining social norms, proper practices, roles, and responsibilities of an individual or organized volunteer.

Community-Based National Service Reserve Corps Unit (CBNU) refers to established organizations of the graduates of the Civic Welfare Training Service (CWTS) or Literacy Training Service (LTS) components of the National Service Training Program (NSTP) who have graduated from their formal academic education under higher education institutions under CHED or technical-vocational education and training institutions under TESDA.

Compensatory Benefits refer to non-monetary compensation, which may come in the form of any or all of the following: insurance coverage, burial assistance, hospitalization, or medical support, among others, that are provided by an accredited VMO or Regional or LDRRMC to its ACDVs.

Mobilization refers to the act of assembling and deploying ACDVs to support DRRM-related activities.

Mobilization Order refers to verbal or written instruction coming from the (City or Municipal) LDRRMO, (Provincial) LDRRMO, or the OCD Regional Director requesting a VMO to mobilize its volunteers for DRRM-related activities.

National Service Reserve Corps (NSRC) refers to an organization composed of graduates of Civic Welfare Training Service (CWTS) and Literacy Training Service (LTS) components of the National Service Training Program (NSTP) as mandated by Republic Act 9163 (NSTP Act of 2001)

Personal Protective Equipment (PPE) refers to protective clothing, helmets, goggles, or other garments, equipment, and gear designed to protect and safeguard the wearer's body from injury or harm.

Private Sector refers to the key sector in the realm of the economy where the central social concern and process are the mutually beneficial production and distribution of goods and services to meet the physical needs of human beings. The private sector referred to in this policy includes private corporations, business chambers or councils, private schools or academic institutions, as well as micro to small and medium enterprises or MSMEs.

Protection refers to a system of measures established in ensuring the safety and well-being of volunteers, including insurance coverage and other accidental death benefits, among others.

Registration refers to the action or process of submitting oneself for voluntary service with a VMO for inclusion in the LDRRMO's List of Community Disaster Volunteers, and/or the National Roster of Accredited Community Disaster Volunteers.

Resident Foreign National also referred to as "*Resident Alien*" refers to any person not citizen of the Philippines but given the immigrant status under section 13 of Commonwealth Act No. 613, as amended, Law Instruction No. 33, Republic Act No. 7919 or the Alien Social Integration Act of 1995, and other special laws. As such, the individual has been given, among others, the right and privilege to live in the Philippines.

School-Based National Service Reserve Corps Unit (SBNU) refers to the established organization of students or graduates of the CWTS or LTS components of the NSTP who are still enrolled in colleges/universities.

Task Category refers to the specific DRRM-related task or activity that a VMO or individual volunteer agrees to perform, based on their experience, skill, or expertise.

Volunteer Mobilizing Organization refers to organizations, such as government agencies, local government units including barangays, civil society organizations (CSOs), private sector groups, volunteer groups organized by a

City or Municipality, Community-Based NSRC Units, which CDVs are members. VMOs are responsible for the registration and submission of accreditation requirements, mobilization, and protection of their community disaster volunteers.

VIII. SPECIFIC GUIDELINES

The following section provides the specific guidelines that must be followed with regards to the accreditation, mobilization and protection of ACDVs:

A. Accreditation

1. As stipulated in R.A. 10121, accreditation shall be done at the City or Municipal level, through the LDRRMCs who shall accredit VMOs and subsequently, the community disaster volunteers.
2. The LDRRMCs, through a resolution, shall adopt qualification criteria for the accreditation of VMOs, particularly for those organizations that are either CSOs or the private sector, using the minimum standards and requirements set forth in these guidelines.
3. An individual NSRC may register as a member of CBNU or at any barangay where he/she resides or works and be accredited at the city/municipality for him/her to be an ACDV. The CBNU or barangay that the individual NSRC has registered at shall now apply for accreditation as VMOs at their respective localities.
4. Community-Based NSRC Units (CBNUs) established in LGUs shall apply for accreditation as VMOs in cities and municipalities for their members to be ACDVs. School-based National Service Reserve Corps Units (SBNUs), which are under the control, administration, and supervision of colleges/universities under CHED or TESDA, shall not qualify as ACDVs.
5. Accreditation as VMOs:
 - a. Minimum Requirements:
 - i. Civil society organizations (CSOs) or the private sector, must submit the following accreditation requirements to the LDRRMOs where they intend to operate:
 - Completed Application Form for Accreditation, which includes a list of current officers, members and/or volunteers of the VMOs. It should also indicate the DRRM thematic area/s they are applying for;
 - Certification from any one of the following: the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment (DOLE), Department

of Social Welfare and Development (DSWD), or any national or local government agency that is empowered by law or policy to accredit people's organizations, associations, non-government organizations or private sector groups;

- Financial statement of the preceding year of their application, signed by its executive officers and indicating, among others, the sources and status of funds of the organizations; and
- List of community disaster volunteers, indicating their area/s of specialization or expertise, and qualifications, permanent residence addresses, and contact information (i.e. telephone number, email address). The list must be accompanied by individual volunteer information sheets.

ii. For VMOs that are government agencies, local government units including barangays, or CBNUs, they must submit the following requirements:

- Completed Application Form for Accreditation, which includes a list of current officers, staff members, and/or volunteers. It should also indicate the DRRM thematic area/s they are applying for.
- List of community disaster volunteers, indicating their area/s of specialization or expertise, and qualifications, permanent residence addresses, and contact information (i.e. telephone number, email address). The list must be accompanied by individual volunteer information sheets.

b. Minimum qualification criteria:

i. For individuals:

- Filipino citizen, at least 18 years old, verifiable through the submission of a certified true copy of Birth or Baptismal certificate or Philippine National ID;
- For resident foreign nationals, in addition to the requirements for Filipino Citizen, submission of Alien Certificate of Registration Identity Card (ACR I-Card) issued by the Bureau of Immigration of the Philippines will be required;
- No pending criminal liability, verifiable through the submission of a valid NBI or Police Clearance; and
- Volunteers below 21 years old must submit duly signed parental consent.

ii. For CSOs and private sectors:

- Must be able to demonstrate or provide evidence that disaster risk reduction and management is one of their primary activities;
- With at least two years of experience in DRRM-related activities, verifiable through certification/s from organizations and/or institutions to which their services were rendered; and

- With proven experience, skills or relevant training of officers, staff members or volunteers in DRRM-related activities or services.
- iii. For volunteer tasks or roles requiring special skills or qualifications and/or experience, the volunteer must meet additional minimum requirements, such as:
 - With at least one-year cumulative work or volunteer experience or related learning experience relevant to the volunteer task category he or she is applying for, verifiable through the submission of a certificate of employment and/or participation from an employer or organization, or relevant documents that indicate the inclusive dates of engagement or training; and
 - Must be physically fit to undertake the volunteer tasks and role he or she is applying for, verifiable through the submission of a medical certificate issued within the past six months by a licensed physician.
 6. The LDRRMCs may adopt their qualification criteria based on the disaster risk profile and capacity needs in their respective city or municipality. However, they must adhere to the minimum qualifications set forth in section VIII, par. A, subparagraph 5 (b) of this policy.
 7. Upon receipt of the complete accreditation requirements, the LDRRMO shall review and evaluate the VMO's application for accreditation against the approved qualification criteria. The LDRRMO shall then endorse its evaluation to the LDRRMC for review and appropriate action.
 8. These documentary requirements, including its processing upon submission by the VMOs, shall be pursuant to Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.
 9. The LDRRMC shall be responsible for the accreditation of a VMO. Upon receipt of the evaluation and endorsement from the LDRRMO, the LDRRMC must review the endorsement and approve or disapprove the accreditation application accordingly. The LDRRMC may do this as a council or delegate the responsibility to council members.
 10. As accreditation is a continuing process, a VMO may apply and obtain accreditation at any time. Applications for accreditation shall be tabled by the LDRRMC as part of the agenda of its regular council meetings.
 11. The LDRRMO may request for a special meeting of the LDRRMC for the purpose of accreditation. Any request for a special meeting will be coursed through the Local Chief Executive as Chairperson of the LDRRMC.
 12. Certificate of Accreditation that is renewable every five years shall be issued to the accredited VMO by the LDRRMC. This may be revoked at any time by the LDRRMC should the VMO be later found to have committed fraud in its

application or is performing other activities that are contrary to law. Other sanctions, including the filing of administrative cases against the VMO, may be undertaken depending on the gravity of the breach or violation.

13. To keep its accreditation active, the VMO is further required to submit to its respective LDRRMO an annual accomplishment report that includes an updated list of its community disaster volunteers, an updated Asset Register if applicable), and the organization's updated Mayor's Permit (if applicable). All these must be completed on or before the 31st of January every year.
14. VMOs shall be responsible for vetting their volunteers. They shall ensure that their volunteers meet the minimum qualification criteria and are qualified to undertake their proposed task/role. The Certificate of Accreditation of VMOs may be revoked by the LDRRMCs if they fail to properly vet and assess their volunteers' qualifications.
15. Accredited VMOs shall annually update their list of volunteers as part of the annual reporting process. This shall then be submitted to the LDRRMOs.
16. Through their VMOs, accredited community disaster volunteers shall be required to sign a Code of Conduct Policy and will be asked to sign a Data Privacy Consent Form that will allow their VMOs and LDRRMOs to process their information. Breach of the Code of Conduct Policy can be grounds for termination of the volunteer's accreditation, including the filing of criminal or administrative sanctions, where warranted by either the VMO or the LDRRMO.

B. Mobilization

1. The VMOs shall be responsible for the mobilization of their respective ACDVs. A 'mobilization order' shall be issued by the LDRRMOs instructing VMOs to mobilize their volunteers for DRRM-related activities.
2. Costs related to the mobilization of the volunteers will be primarily borne by the VMOs. These include, but are not limited to transportation, equipment, supplies and materials, rations, and shelter.
3. In the event of a large-scale disaster, the Provincial DRRM Officer (PDRRMO) or the OCD Regional Director may issue the 'mobilization order' to accredited VMOs requesting them to mobilize their ACDVs. This shall be done in close coordination with the accrediting LDRRMOs. The PDRRMO or OCD Regional Director, in coordination with the accrediting LDRRMO, may deploy ACDVs coming from any City or Municipality in the region to affected areas within their jurisdiction.
4. RDRRMCs may request for volunteer support from other RDRRMCs; accredited VMOs may also be requested to assist in other regions, especially

during disaster response. Proper coordination processes and protocols, however, shall have to be ensured with the VMOs' accrediting LDRRMOs.

5. Costs related to the inter-regional deployment of ACDVs may be covered through the budget of either the RDRRMC, LDRRMO, or both, subject to the availability of funds.
6. The National, Regional or Local DRRMC may provide and conduct capacity-building activities, e.g. training for ACDVs. ACDVs may also be invited to participate in training activities through their VMOs.
7. Pre-deployment briefings shall be conducted by the respective LDRRMOs before deployment of the volunteers. The Incident Command System (ICS) protocols shall be followed in the mobilization of ACDVs.
8. VMOs must ensure that ACDVs who are mobilized during disaster response events are properly equipped and self-sustaining for the next 72 hours.
9. VMOs must facilitate the conduct of post-deployment debriefing sessions for their volunteers. They may seek the support of their LDRRMOs in case they would require professional counsellors.
10. VMOs shall submit post-activity reports to their respective LDRRMOs within seven days after their volunteers complete their DRRM-related activities.

C. Protection

1. VMOs are primarily responsible for the safety and welfare of all their volunteers.
2. VMOs are responsible for providing their ACDVs with personal accident insurance with a minimum coverage of P100,000.00; at a minimum, this insurance must include coverage for accidental death or dismemberment, permanent disability and hospitalization cost reimbursement.
3. For those VMOs that are either CSOs or the private sector, the full or partial cost of insurance for their ACDVs may be covered by their accrediting LDRRMCs, if agreed upon by the latter with the VMOs. This arrangement may be considered on a case-by-case basis and shall be at the discretion of the LDRRMC.
4. On the other hand, Regional and Local DRRMCs shall extend the following compensatory benefits to ACDVs:
 - a. burial assistance, in case of death of a volunteer;
 - b. free medical service and/or hospitalization in a government hospital for mission-acquired illness or injury;

- c. access to counselling, post-trauma stress debriefing, or psychosocial support services; and
 - d. other benefits or assistance such as legal services that the Regional and LDRRMCs may be able to provide.
5. Volunteers must be included in the LDRRMO's official list of ACDVs to be entitled to insurance and compensatory benefits.
 6. Regional and LDRRMCs may preposition or donate PPEs to accredited VMOs for the use of their ACDVs. PPEs may include, but are not limited to protective headgear, earplugs, boots, gloves, masks, safety goggles, first aid kits. Other equipment may also be provided to VMOs, including communication equipment, search and rescue equipment, life jackets, etc.

D. Enlistment in ACDV National Roster Database and Issuance of National ID

1. The (City or Municipal) LDRRMOs shall submit the details of all accredited VMOs and ACDVs at least annually to the RDRRMC for inclusion in the National Roster of ACDVs that shall be maintained by OCD through the Response and Operational Coordination Division – Operations Service (ROCD-OS).
2. Once a volunteer's name has been included in the National Roster of ACDVs and a unique personal identification number has been issued, the (City or Municipal) LDRRMO shall issue an identification (ID) card to the ACDV.

IX. FUNDING

Following are specific guidelines on allocation of funds or budget related to the accreditation, mobilization and protection of ACDVs:

1. LDRRMCs are authorized under COA Circular No. 2012-002 to allocate a portion of their Local DRRM Funds for disaster risk management activities particularly as payment of insurance premiums on personal accident insurance of ACDVs. LDRRMCs are allowed to utilize either the seventy percent (70%) allocated for pre-disaster preparedness programs or the thirty percent (30%) Quick Response Fund of their LDRRMF for ACDV insurance, as applicable, classified as MOOE. Provided that when using the QRF, it shall be supported by a resolution by the local *sanggunian* declaring the LGU under the state of calamity or a presidential declaration of a state of calamity upon the recommendation of the NDRRMC.
2. LGUs may set the maximum insurance budget annually depending on their financial capabilities and allocated funds as stated in their LDRRM Plans for volunteer insurance.
3. LGUs may engage either government or private insurance companies for the insurance coverage of their ACDVs. ACDV insurance program shall

undergo the government procurement process in compliance to the 2016 Revised IRR of R.A. 9184. If deemed advantageous to the government, LGUs may adopt a Framework Agreement in the procurement of ACDV insurance for the insurance coverage of undetermined number of ACDVs to be deployed immediately after the occurrence of a disaster.

4. RDRRMC member agencies may allocate or program in their Annual Program of Budget (APB) Regular Fund the payment for insurance premiums of ACDVs to be deployed during response operations to cover those LGUs that cannot afford to pay insurance. Burial assistance, in case of death of a volunteer during response phase operations, and free medical service and/or hospitalization in a government hospital for mission-acquired illness or injury during disaster response operations may be charged to Quick Response Fund (QRF).
5. Regional DRRMC member agencies and Local DRRMCs, through the LDRRMOs, may allocate funds from their APBs and Local Disaster Risk Reduction and Management Funds (LDRRMFs), respectively, for the conduct of training or capacity building activities for VMOs and ACDVs.
6. Subject to the availability of funds, the accrediting LDRRMCs may allocate a portion of their LDRRMF to partially cover the mobilization cost of ACDVs.
7. Based on their local risk profile and depending on their financial capabilities, Local DRRMCs may procure DRR tools, equipment, accessories, and PPE for use by accredited VMOs vis-à-vis ACDVs as specified in these guidelines. Procurement of these items shall be programmed in their respective Annual Investment Program (AIP), consistent with R.A. 10121, the DILG-DBM Joint Memorandum Circular 2011-1, and the 2016 Revised IRR of R.A. 9184.
8. For this year, government agencies may not be able to utilize funds as provided for in these guidelines. However, by 2022, it shall be included in their budget proposal for the fiscal year 2023.

X. SEPARABILITY CLAUSE

In case any provision in these guidelines shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

XI. REPEALING CLAUSE

All existing issuances inconsistent with these guidelines are hereby repealed or modified accordingly. Specifically, the NDRRMC-DBM-DILG Joint Memorandum Circular No. 2013-1 entitled Allocation and Utilization of Local Disaster Risk Reduction and Management Fund (LDRRMF) is hereby amended, allowing utilization of

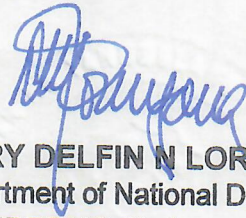
LDRRMF for ACDV insurance and other compensatory benefits as specified under these guidelines.

XII. SAVING CLAUSE

This policy guideline shall not in any manner adversely affect the rights, obligations, and benefits of LGUs under existing laws, rules and regulations.

XIII. EFFECTIVITY

These Guidelines shall take effect upon approval by the National Disaster Risk Reduction and Management Council (NDRRMC), as evidenced by the signature of its Chairman, and the issuance of its Manual of Operations to be issued by the NDRRMC through the Office of Civil Defense (OCD).



SECRETARY DELFIN N LORENZANA
Department of National Defense
NDRRMC Chairperson



DEPARTMENT OF
NATIONAL DEFENSE

REPUBLIC OF THE PHILIPPINES

DNL-214829