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REPUBLIC OF THE PHILIPPINES

NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

Times New Roman; 48; Bold

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GAWAD KALASAG

Search for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance

21st Edition

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(CATEGORY)

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Part I. Preliminaries page

Title x
Executive Summary x
Profile x

Part II. Criteria (Based on Checklist)

Prevention and Mitigation x
Preparedness x
Response x
Rehabilitation and Recovery x

Part III. Annexes

SAMPLE STYLE GUIDE

Contents Page: Left 1"; Right 0.1"; Top 1"; Bottom 1"

PRELIMINARY TITLE

(SAMPLE CONTENTS PAGE ONLY)

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I. INTRODUCTION TO THE AGENCY

Background

The National Civil Defense Administration (NCDA) was established in 1954 by virtue of Republic Act No. 1190, otherwise known as Civil Defense Act of 1954. Organized under the Office of the President, the NCDA was mandated to *"establish and administer a comprehensive national civil defense program; formulate and prepare at all times plans and policies for the protection and welfare of the civilian population in time of war directly involving the Philippines or other national emergency of equally grave character..."* In 1970, the administration of then president Ferdinand E. Marcos saw the need to establish a Disaster and Calamities Plan by an Inter-Departmental Planning Group on Disasters and Calamities.[1] Two years later, the Office of Civil Defense (OCD) was established by virtue of Letter of Instruction (LOI) No. 19 effectively replacing the NCDA. Under its new charter, the OCD was tasked to "*coordinate national level activities and functions of the national government, private institutions and civic organizations*" Finally in 1978, through Presidential Decree (PD) 1566, the National Disaster Coordinating Council (NDCC) was established as the highest policy-making body and the focal organization for disaster management in the country[2].

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SAMPLE STYLE GUIDE

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[1] https://www.coa.gov.ph/disaster_audit/article2.html
[2] *Ibid.*

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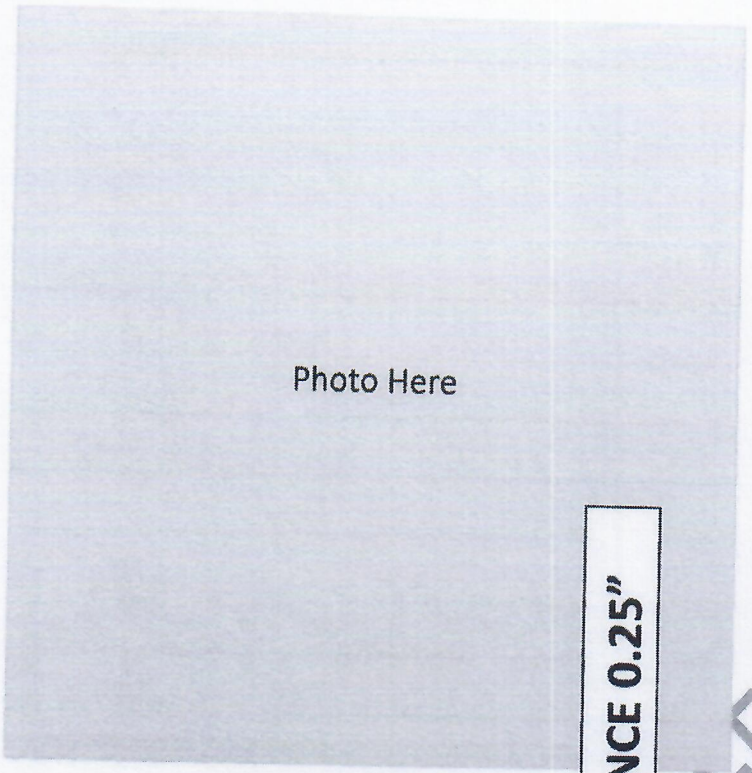

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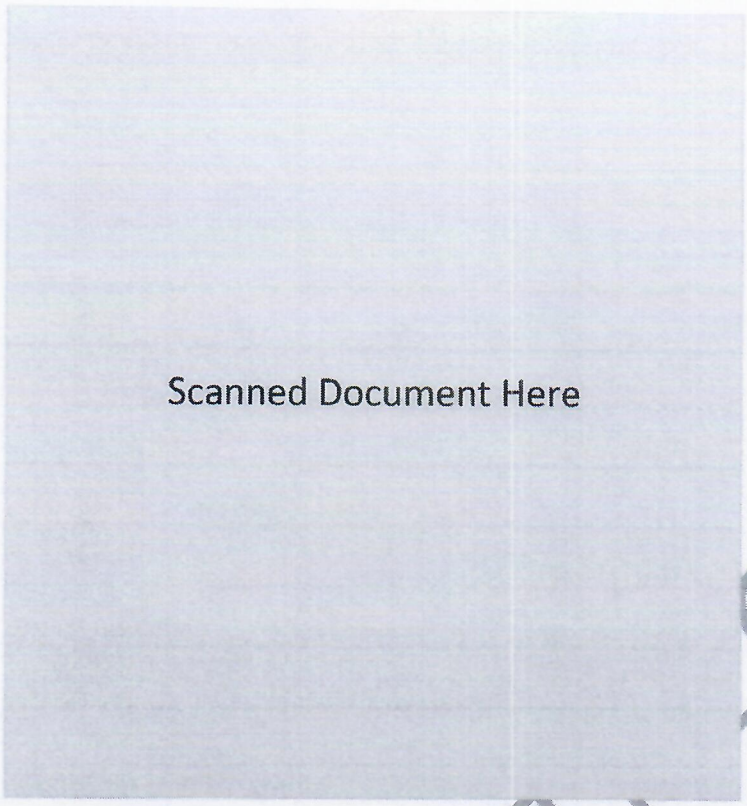

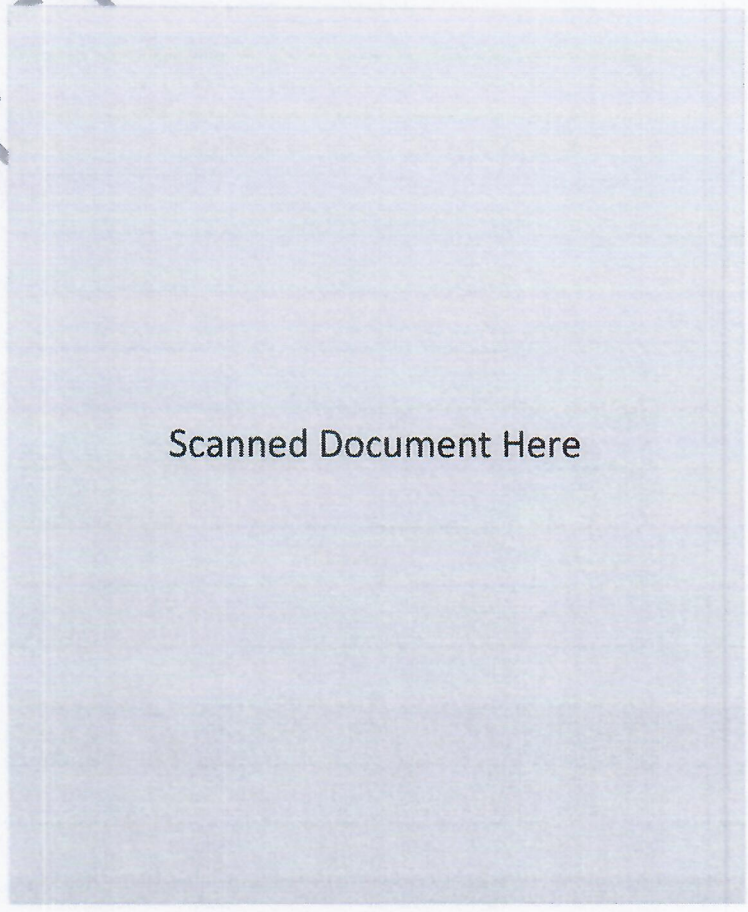

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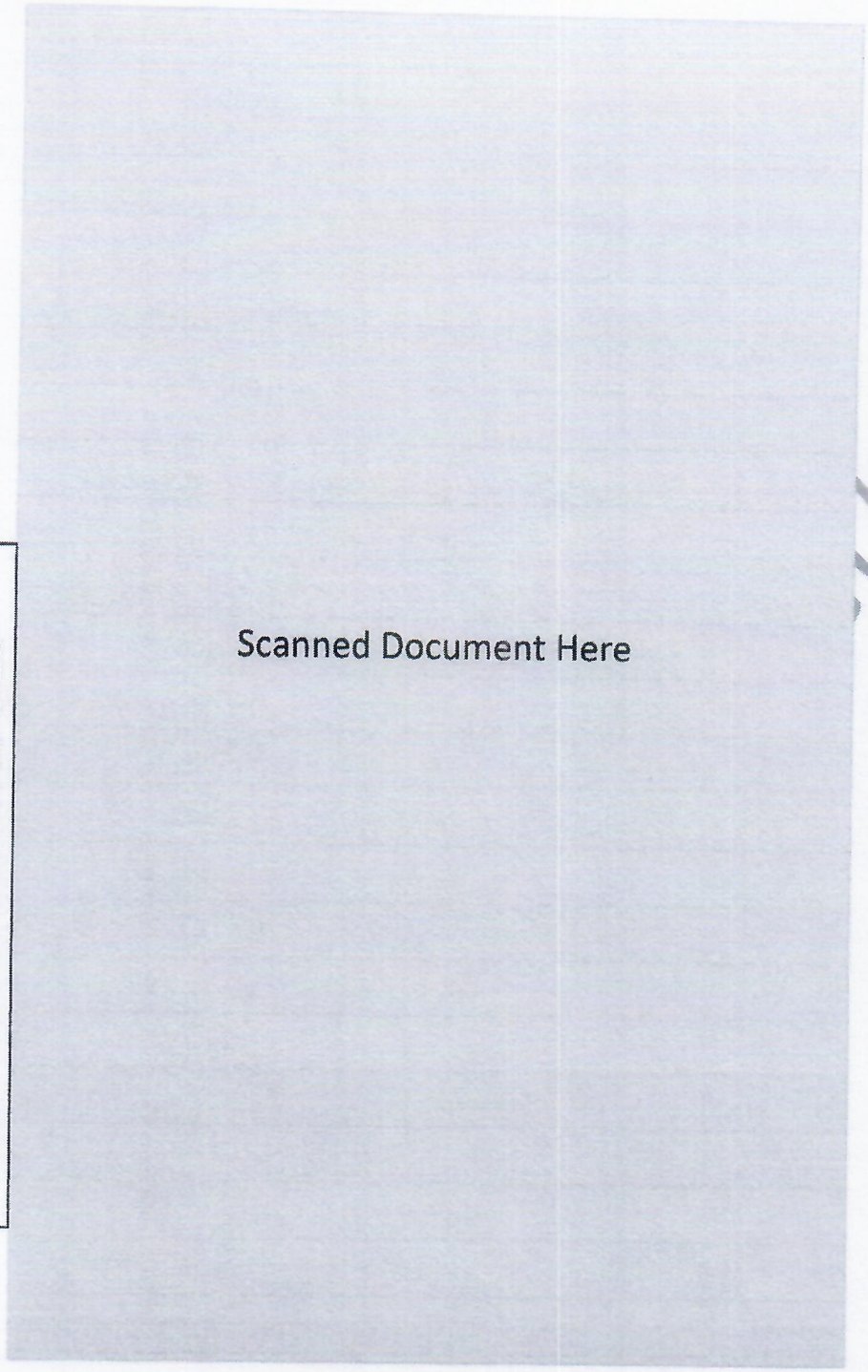
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