



Regional Disaster Risk Reduction and Management Council MIMAROPA

MEMORANDUM

No. ____ s. 2022

FOR : **RD, DSWD MIMAROPA**
Vice Chairperson, Disaster Response

All RDRRMC MIMAROPA Member Agencies

SUBJECT : **Terms of Reference for Rendering Physical and Virtual Duty at the
National DRRM Operations Center (NDRRMOC)**

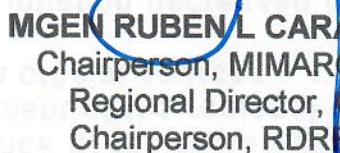
DATE : **05 March 2022**

References :

1. OCD Office Order No. 27, s. 2022 dated 04 March 2022
2. NDRRMOC SOPG

In an effort to streamline and improve the Disaster Response services of the National DRRM Operations Center (NDRRMOC), this is to respectfully inform you and provide you the copy of the Terms of Reference issued to all personnel rendering duty at the NDRRMOC in Camp General Emilio Aguinaldo, Quezon City, in accordance to the NDRRMOC Standard Operating Procedures and Guidelines.

For your information and guidance.


MGEN RUBEN L. CARANDANG, PAF (RET)
Chairperson, MIMAROPA RTF COVID19
Regional Director, OCD MIMAROPA
Chairperson, RDRRMC MIMAROPA

Enclosure; As Stated

CC: All MIMAROPA RDRRMC Member Agencies





MAR 04 2022

OFFICE ORDER

No. 27, s. 2022

TO : ALL OCD PERSONNEL FROM CENTRAL OFFICE AND
REGIONAL OFFICES

SUBJECT : Terms of Reference for rendering Physical and Virtual Duty
at the NDRRMOC

In the effort to streamline and improve the Disaster Response services of the Office of Civil Defense (OCD), this Office Order is hereby issued to provide for the Terms of Reference for all OCD personnel rendering duty at the National DRRM Operations Center (NDRRMOC).

Physical Duty at NDRRMOC

The following requirements for physical duty at the NDRRMOC shall be observed by all concerned OCD Services, OCD Regional Offices, and NDRRMOC Member-Agencies, in accordance with the NDRRMOC Standard Operating Procedures and Guidelines (SOPG).

Physical Duty Team Composition during Normal Situation

During Normal Situation (White Alert), Duty Team at the NDRRMOC shall be composed of personnel from Operations Service (OS) personnel, with augmentation from the Administrative and Financial Management Service (AFMS) General Service Division (GSD):

WEEKDAYS	8:01 AM to 5:00 PM	TEAM LEADER: <ul style="list-style-type: none">• 24/7 OpCen - Disaster Management Section (DMS) SUPPORT STAFF: <ul style="list-style-type: none">• 24/7 OpCen - Risk Monitoring and Evaluation Section (RMES)• ICTD and LIFMD/ROCD shall provide surge capacity as deemed necessary aside from performing their usual duties and responsibilities.
	5:01 PM to 8:00 AM the following day	TEAM LEADER: <ul style="list-style-type: none">• 24/7 OpCen - RMES (Team Leader) SUPPORT STAFF: <ul style="list-style-type: none">• LIFMD/ROCD - Response and Force Management Section• ICTD - Network Management Section (NMS)• GSD - (Driver, Utility, and Security)
WEEKENDS & HOLIDAYS	8:01 PM to 8:00 AM the following day	TEAM LEADER: <ul style="list-style-type: none">• 24/7 OpCen - RMES (Team Leader) SUPPORT STAFF: <ul style="list-style-type: none">• LIFMD/ROCD - Response and Force Management Section• ICTD - Network Management Section (NMS)• GSD - (Driver, Utility, and Security)

Physical Duty Team Composition during Emergency Situation

1. During Emergency Situation (Blue or Red Alert), the NDRRMC Emergency Operations Center (EOC) Management Team shall be activated with the following positions to be filled up primarily by OS personnel, in accordance with the NDRRMOC SOPG:

24-HOUR ROTATION	MANAGEMENT	Responsible Official EOC Manager
	OPERATIONS	Operations Manager Liaison Cluster Coordinator Logistics Coordinator
	PLANNING	Planning Manager Report Coordinator Report Developer Documenter
	LOGISTICS	Logistics Manager Communications Manager Network Manager Engineering Manager
	FINANCE AND ADMINISTRATION	Finance / Administration Manager Special Disbursing Officer Administrative Assistant Utility Security Driver
12-HOUR ROTATION	24/7 OpCen	RMES
	ICTD	NMS

2. Augmentation from non-OS personnel as members of the EOC Management Team shall be considered by the OCD OS provided that the personnel have the required competencies, training and skills to manage and operate the NDRRMOC once activated as EOC.

Options for requesting for Duty Team augmentation by the OCD OS shall be as follows, subject to availability of personnel:

- First Option: Duty Team Augmentation from OCD Central Office Services
- Second Option: Duty Team Augmentation from OCD NCR
- Third Option: Duty Team Augmentation from NDRRMC Member Agencies
- Fourth Option: Duty Team Augmentation from other OCD Regional Offices
- Fifth Option: Duty Team Augmentation from Private Sector/Other Stakeholders

Requirements for Physical Duty Team Members

In addition to the regular duties and responsibilities as provided for in the NDRRMOC SOPG 2021 and all relevant policies and guidelines, all Duty Team Members shall perform the following:

1. Sign in all required administrative documents such as attendance and log-in sheets;
2. Operate in respective work stations and avoid unnecessarily loitering;
3. Observe minimum public health standards at all times;
4. Inform respective supervisors about progresses, accomplishments and updates on task assignments;
5. Participate in all required meetings and briefings;
6. Ensure proper use and careful handling of NDRRMOC tools and equipment;
7. Inform respective supervisors when signing off from duty; and
8. Ensure proper turnover and endorsement to incoming Duty Team.

Virtual Duty at NDRRMOC

During Emergency Situation (Blue or Red Alert), the following requirements shall be observed by all concerned OCD Services, Regional Offices, and NDRRMOC Member Agencies rendering duty via the Virtual EOC:

Activation of Virtual EOC:

1. The Virtual EOC shall be activated based on any of the following:
 - a. Recommendations and agreements during the Pre-Disaster Risk Assessment (PDRA) meeting for a particular disaster/event,
 - b. Occurrence of sudden-onset hazard, which requires emergency monitoring and immediate coordination;
 - c. Conduct/hosting of planned event, which require constant situation monitoring; or
 - d. As directed by the Director, OS, with reference to the requirements indicated in the NDRRMOC SOPG.
2. The OS-Information and Communications Technology Division (ICTD) shall prepare the video-teleconferencing (VTC) link for the Virtual EOC, which shall remain open on a 24/7 basis.

Virtual Duty Team Composition

Representatives from the following offices, agencies and organizations shall be called upon by the OCD OS to render duty at the Virtual EOC:

1. OCD OS (Director and Division Chiefs)
2. EOC Management Team Members (from OS and/or from augmenting offices)
3. Warning Agencies
4. NDRRMC Response Cluster Lead and Members (as identified during PDRA meeting; or those that are activated for the emergency situation)
5. OCD Regional Offices (those activated as ALPHA, BRAVO or CHARLIE; or as required by the emergency situation)
6. NDRRMC Incident Management Team (if activated)
7. Other agencies/organizations as necessary.

Requirements for Virtual Duty Team Members

1. While logged in at the Virtual EOC, the VTC participants shall indicate name and agency for easy identification.
2. Agencies/offices can send more than one VTC participants as long as they are properly identified and recognized. However, the link for the Virtual EOC shall not be shared with agencies/offices that are not authorized and unidentified by the NDRRMC EOC.
3. Device microphones should remain muted at all times except on any of the following conditions:
 - a. For purposes of coordination, when calling the attention of a particular agency/office that is logged in at the Virtual EOC; or
 - b. When recognized to manifest/ called upon during meetings/briefings by the Presiding Official using the Virtual EOC as the meeting/briefing platform.
4. To minimize unnecessary distraction, cameras of devices logged in at the Virtual EOC may be switched off except when required by the situation.
5. Should there be a need to leave or logout from the Virtual EOC, notify any OS personnel on virtual duty or the VTC host (or leave a message in the VTC chat box for information and accounting purposes).

Deactivation of Virtual EOC:

1. The Virtual EOC shall be deactivated on any of following conditions:
 - a. There are no further issues and concerns that require national intervention based on documented Summary of Discussions/Agreements;
 - b. Response operations can already be continued by respective agencies/offices without the need for inter-agency briefings and updates;
 - c. Situation updates and reports are obtained regularly through usual channels; or
 - d. As directed by the Director, OS, with reference to the requirements indicated in the NDRRMOC SOPG.
2. The OS-ICTD shall end the hosting of the VTC to signify the deactivation of the Virtual EOC.

EOC Briefings

To discuss situation updates and provide operational instructions, there shall be the conduct of regular EOC Briefings at the NDRRMOC using blended methodologies.

EOC Management Team Briefing:

1. The purpose of the briefing is to clarify priorities and directives based on the guidance of the Director, OS as the Responsible Official.
2. The briefing shall be presided by the Director, OS and attended by all members of the EOC Management Team.
3. The briefing shall be conducted every 0800H and/or 1700H of the Operational Period or as needed.
4. Agenda for the briefing shall be as follows:

Agenda Item	OPR	Time Allocation
1. Opening Guidance	Director, OCD OS	3 mins
2. Situation Updates	24/7 OPCEN Duty	5 mins
3. EOC Action Updates	EOC Operations	5 mins
Actions Taken	EOC Planning	5 mins
Issues and Concerns	EOC Logistics	5 mins
Next Steps	EOC Finance/Admin	5 mins
4. Instructions/ Priorities / Final Guidance	Director, OCD OS	5 mins
5. Summary of Discussions/Agreements	EOC Finance/Admin	2 mins
6. Adjournment	Director, OCD OS	

7. Summary of Discussions/Agreements shall be documented by the EOC Finance/Administration Manager (or assigned member on duty) for reference in the next EOC Management Team Briefing.
8. For briefings conducted via VTC, a meeting link shall be prepared by the Logistics Manager (or assigned member on duty).

Situation Updates Briefing

1. The purpose of the briefing is to obtain real-time updates on the ground through the RDRRMCs.
2. The briefing shall be presided by the Director, OS and attended by the EOC Management Team members, representatives from OCD Regional Offices, Warning Agencies, Response Cluster Leads and Members, and IMT.
3. The briefing shall be conducted every 0930H of the Operational Period or as needed.
4. Agenda for the briefing shall be as follows:

Briefing for Pre-Impact¹

Agenda Item	OPR	Time Allocation
1. Opening Guidance	Director, OCD OS	3 mins
2. Latest Hazard Update	Warning Agency (based on the hazard) such as PAGASA MGB PHIVOLCS	5 – 10 mins
3. Preparedness Measures (based on EPR Checklist) Send warnings and advisories Cascade preparedness directives Recommend for work/class suspension Preemptively (or forcibly) evacuate Activate EOC to Red Alert Activate majority or all Response Clusters Preposition resources Pre-deploy teams in strategic areas Authorize advance assistance for families Provide advance augmentation Release Situational Report Needs, Issues and Concerns	OCD ROs	5 – 10 mins per Region
4. Instructions/ Priorities / Final Guidance	Director, OCD OS	5 mins
5. Summary of Discussions/Agreements	EOC Planning	2 mins
6. Adjournment	Director, OCD OS	

¹ Applicable for slow-onset hazards such as tropical cyclones and volcanic eruptions

During and Post-Impact

Agenda Item	OPR	Time Allocation
1. Opening Guidance	Director, OCD OS	3 mins
2. Latest Hazard Update	Warnign Agency (based on the hazard) such as PAGASA MGB PHIVOLCS	5 – 10 mins
3. Situation Updates (summary of Situational Report) Casualties Affected Population Status of Lifelines Damaged Houses Actions Taken Needs, Issues and Concerns	OCD ROs	5 – 10 mins per Region
4. Instructions/ Priorities / Final Guidance	Director, OCD OS	5 mins
5. Summary of Discussions/Agreements	EOC Planning	2 mins
6. Adjournment	Director, OCD OS	

- Presentations of OCD ROs shall strictly follow the time duration of 5 to 10 minutes. Reports during presentations shall be accompanied with action photos.
- Summary of Discussions/Agreements shall be documented by the EOC Planning Manager (or assigned member) on duty for reference in the next Situation Updates Briefing.
- The Virtual EOC Link shall serve as the same Meeting Link for the Situation Updates Briefing.

Response Cluster Briefing

- The purpose of the briefing is to provide operational instructions on the mobilization of teams and resources through the Response Clusters for augmentation to the Regions and LGUs concerned.
- The briefing shall be presided by the DSWD Official or may be delegated to the Director, OS. It shall be attended by the EOC Management Team members, representatives, OCD Regional Offices, Response Cluster Leads and Members, and IMT.
- The briefing shall be conducted as the need arises throughout the Operational Period.

4. Agenda for the briefing shall be as follows:

Agenda Item	OPR	Time Allocation
1. Opening Guidance	DSWD Official or Director, OCD OS	3 mins
2. Latest Hazard Update	Warning Agency (based on the hazard) such as PAGASA MGB PHIVOLCS	5 – 10 mins
3. Latest Situation Update	EOC Planning or 24/7 OPCEN Duty	5 mins
4. Response Cluster Updates Actions Taken Issues and Concerns Next Steps	Response Cluster Lead Agencies	5 – 10 mins per Response Cluster
5. Instructions/ Priorities / Final Guidance	DSWD Official or Director, OS	5 mins
6. Summary of Discussions/Agreements	EOC Operations	2 mins
7. Adjournment	DSWD Official or Director, OCD OS	

8. Summary of Discussions/Agreements shall be documented by the EOC Operations Manager (or assigned member) on duty for reference in the next Response Cluster Briefing.
9. The Virtual EOC Link shall serve as the same Meeting Link for the Response Cluster Briefing.

Other Meetings and Briefings

1. Aside from the above meetings, other meetings and briefings can also be conducted within the NDRRMOC, based on the requirements for response.
2. The EOC Operation, Planning, Logistics, Finance, and Administration Managers (or OS Division Chiefs) may also initiate meetings and briefings for respective duty members.

This Office Order shall serve as reference for all OCD personnel from the Central Office Services and Regional Offices rendering physical or virtual duty at the NDRRMOC.

For guidance and compliance.


ASEC HERNANDO M. CARAIG JR
Officer-in-Charge, OCD

