



**Regional Disaster Risk Reduction and
Management Council**
MIMAROPA

MEMORANDUM

No. 043 s. 2023

**FOR : RDRRMC Member Agencies, Civil Society Organizations and
Private Sectors of MIMAROPA**

**SUBJECT : Call for Application of Civil Society Organizations and the
Private Sector Organizations to the Regional Disaster Risk
Reduction and Management Council (DRRMC) of
MIMAROPA**

DATE : 11 April 2023

Reference : NDRRMC Memorandum No. 07, s. 2022 dated 20 July 2022

This in reference to the NDRRMC Memorandum Circular No. 07, s. 2022 dated 20 July 2022 with the subject "Guidelines for the Selection of Representatives from Civil Society Organizations and the Private Sector to the National, Regional and Local Disaster Risk Reduction and Management Council (DRRMC)". This Memorandum Circular is issued to realize the mandates of Republic Act No. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010", of organizing not only the National DRRM Council but Regional and Local DRRM Council as well as ensuring membership of Civil Society Organizations (CSOs) and the private sector therein. This is in recognition of the need to employ a Whole-of-Society and inclusive approach in disaster risk reduction and management.

Citizen participation shall henceforth be a vital component of DRRM processes/programs anchored on transparency and accountability and social responsibility. The Regional and Local DRRM Council shall ensure inclusivity and stakeholder ownership in the development of the Regional and Local DRRM Plans by ensuring citizen participation in the preparation, execution, monitoring and reporting of its DRRM activities/programs through a constructive engagement with CSOs and the Private Sector.

There shall be four (4) representatives from CSOs and one (1) representative from the Private Sector to the National, Regional and Local DRRM Council.

- a. one (1) representative from the academe or independent research institutes;
- b. one (1) representative from faith-based organizations;
- c. one (1) representative from the NGOs/POs; and
- d. one (1) representative from professional organizations, foundations or community-based organizations (CBOs).

Regional and Local DRRMCs that cannot satisfy the representation of the private sector or any of the four categories of CSO representatives by reason of unavailability or non-application thereof may allow other applicants from any other categories to occupy the seats in the council. The lone representative of the Private Sector shall come from the private sector organizations or chambers of commerce organized at the national, regional, and local levels, where available.

A CSO or Private Sector Organizations must comply with the following requirements to be eligible for DRRM Council membership:

- a. Must be locally-based national or locally-organized CSOs and Private Sectors and has, amongst its members, individuals that may be deemed experts in DRRM. The requirement of having DRRM experts amongst the members of the locally-based organizations may be dispensed with in localities where no such organization exists;
 - a.1. The requirement of having DRRM experts amongst the members of the locally-based organizations may be dispensed with in localities where no such organization exists.
- b. Must provide evidence to prove its good track record and good standing as an organization particularly relative to DRRM, when applicable;
- c. Must have a Letter(s) of Endorsement from a regular member(s) of the Council the organization wishes to be part of;
- d. Must have an institutional structure for managing its own affairs according to its mandate, including mechanisms to effectively participate in the DRRM Council it is applying for and holding its officers accountable to its members;
- e. Certificate of Registration or Accreditation;
 - e.1. CSO and private sector organizations applying for council membership at all levels must be registered or recognized by the Securities and Exchange Commission (SEC), the Cooperatives Development Authority (CDA), the Department of Labor and Employment (DOLE), or with any government agency empowered by law or policy to issue such registration or accreditation, such as, but not limited to, the Department of Social Welfare and Development (DSWD), the Department of Human Settlements and Urban Developments (DHSUD), Department of Health (DOH), Department of Education (DepEd), National Commission on Indigenous Peoples (NCIP), National Anti-Poverty Commission (NAPC), Insurance Commission, and Philippine Regulatory Commission.
 - e.2. In cases of networks applying for CSO membership at the National level, a Memorandum of Cooperation or any similar document that provides evidence of partnership among the member organizations forming and comprising the network shall substitute for the SEC registration requirement at the National level and should specify which of its member organizations will serve as its duly authorized representative in the council.

e.2.1 The CSO wherein the representative of such network belongs shall be duly registered or recognized relative to e.1 above.

- f. CSO and Private Sector Organizations applicants in any level of DRRMC who are proven in court to have been engaged in aiding, providing support, promoting, and financing, among others, terrorism as defined in RA 10168 otherwise known as "The Terrorism Financing Prevention and Suppression Act" as well as in RA 11479 or "The Anti-Terrorism Act of 2020" shall be ineligible; and
- g. Applicants for a seat in DRRM Council that have participated in any election as party-list representatives to the Philippine Congress shall be ineligible to apply for any seat in the National, Regional and Local DRRM Council.

In this regard, all interested CSOs and Private Sector Organizations are enjoined to submit the following requirements for the perusal of the RDRRMC Secretariat and Regional Selection Committee:

- a. Duly Accomplished Application for DRRM Council Membership Form (Annex A);
- b. Letter of Intent (LOI) addressed to the DRRMC Chairperson indicating a brief background of the organization and activities of the NDRRMC/RDRRMC/LDRRMC in which it wishes to primarily participate;
- c. The Application Form and LOI shall be accompanied by the following documents;
 - 1. Certificate of Registration or Accreditation issued by any of the government agencies stipulated in Section 6.5.1 of these guidelines.
 - 2. In the case of networks, a Memorandum of Cooperation, undertaken by its members forming said networks, as the case may be, and the Certificate of Registration or Accreditation of the Organization of its duly designated representative.
 - 3. Authenticated copy of the latest Articles of Incorporation showing the original incorporators and its By-Laws accompanied by a Secretary's Certificate identifying the names of its incumbent officers.
 - 4. For networks, the authenticated Articles of Incorporation and Secretary's Certificate of its designated representative would suffice.
 - 5. Financial reports, audited by an independent Certified Public Accountant and signed by the officers of the organization, covering the period it has been in operation, indicating therein source/s of funds, if any. This is to indicate the stability of its financial condition as well as the transparency and accountability of its executive officers to its members.
 - 6. For networks, the said Financial Reports of its designated representative would suffice.
 - 7. Letter(s) of Endorsement from a regular member(s) of the Council the organization wishes to be part of.
 - 8. Certificate of good track record and good standing as an organization.
- d. Incomplete or failure to comply with the above requirements on the established deadline by the Council shall cause the denial of its application for Council membership.

The Secretariat shall forthwith notify in writing all applicants, both selected and not selected, on the results of their Application for Council Membership.

In view of the above, we are encouraging all interested CSO and Private Sector Organizations in MIMAROPA to submit their respective applications and pertinent documents on or before 15 May 2023 through ocd4_mimaropa@yahoo.com.

For further details/information on the Guidelines for the Selection of Representatives from Civil Society Organizations and the Private Sector Organizations to the National, Regional, and Local Disaster Risk Reduction and Management Council (DRRMCs), attached herewith is the NDRRMC Memorandum Circular No. 07 series of 2022 for your reference. Further, OCD MIMAROPA may be reached through mobile numbers 0917-533-0400 / 0908-820-5177 or landline no. (043) 723-4248 and email addresses ocd4_mimaropa@yahoo.com / mimaropa@ocd.gov.ph.

Thank you for your continuous support to the regional council's endeavors.



EUGENE G. CABRERA
Chairperson, RDRRMC MIMAROPA
Regional Director, OCD MIMAROPA

Enclosures:

- *NDRRMC Memorandum No. 07, s. 2022 dated 20 July 2022*
- *Application Form (Annex A)*