



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 COUNCILS (DRRMCS)

Reference

1. NDRRMC Memorandum No. 07, s. 2022 dated 20 July 2022

■ Organization of the National, Regional and Local DRRM Council

- The National DRM Council shall be organized in accordance to Section 5 of RA 10121 but may decide to include into its membership such other government agencies that it may deem necessary.
- Regional DRM Councils shall adopt the same composition as the National DRM Council as well as the selection process of SOs and the private sector membership in the National and Local DRRMCs.

■ Organization of the National, Regional and Local DRRM Council

- Local DRRMCs shall include a representative from the Basic Sectors as a regular member of the local council as identified by the National Anti-Poverty Commission (NAPC) as well as follow the selection process for CSO and the private sector representation as provided herein.
- Nothing in these rules prohibits the National, Regional, and Local DRRMCs from inviting or including other agencies, organizations or sector representatives, such as children and student representatives, from attending or participating in meetings of the council should the DRRMC find the same necessary or useful.

CSO/ Private Sector Representation and Participation in the National/Regional/Local DRRMCs

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

■ CSO/ Private Sector Representation and Participation in the National/Regional/Local DRRMCs

- N/R/LDRRMCS 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.

■ CSO/ Private Sector Representation and Participation in the National/Regional/Local DRRMCs

- In case a CSO or private sector representative should cease its operations, resign or be removed from the council for any of the grounds provided herein, the number required for quorum shall be reduced and the council may undertake the selection of a new representative for the unexpired portion of the original seat holder.
 - Occupying the unexpired term of an organization that ceased to ~~SEP~~ operate, resigned or was removed for cause shall not be counted in the term limit rule as provided herein.

■ Eligibility for Council Membership

- A CSO or private sector must comply with the following requirements to be eligible for DRRM Council membership
 - Must be locally-based national or locally-organized COs and Private Sectors and has, amongst its members, individuals that may be deemed experts in DRRM;
 - Must provide evidence to prove its good track record and good standing as an organization particularly relative to DRM, when applicable.
 - Must have a Letter(s) of Endorsement from a regular member(s) of the Council the organization wishes to be part of;
 - The CSO and private sector organization must have an institutional structure for managing its own affairs according to its mandate, including mechanisms to effectively participate in the DRM Council it is applying for and holding its officers accountable to its members.

■ Eligibility for Council Member Ship

- Certificate of Registration or Accreditation
- CSO and Private Sector 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 as well as RA11479
- Applicants for a seat in the 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 DRRM Councils

Call for Application for DRRM Council Membership

- The Call for Application for DRM Council Membership for the NDRRMC, RDRRMC, and LDRRMC shall be made by the chairpersons of the respective Councils fifteen (15) days after the approval of this Memorandum Circular or as may be approved by the respective councils upon the expiration of the terms or termination for cause of the incumbent CSO or private sector representatives of the Council.

Call for Application for DRRM Council Membership

- The Secretariat of the respective councils shall:
 - Disseminate the Notice of Call for Application for DRRM Council Membership to all national and locally-based SOs and private sectors via available media such as, but not limited to, social media, official website, and official gazette;
 - Provide all interested COs and private sectors with Application for DRRM Council Membership Form
 - Accept and acknowledge all applications for membership, without cost

■ Application for National, Regional and Local DRRM Council Membership

- Duly accomplished **Application for DRM Council Membership Form**
- Letter of Intent (LOI) addressed to the DRRMC Chairperson indicating brief background of the organization and activities of the NDRRMC / RDRRMC / LDRRMC in which it wishes to primarily participate

■ Application for National, Regional and Local DRRM Council Membership

- The Application Form and LOI shall be accompanied by the following documents:
 - Certificate of Registration or Accreditation
 - 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.
 - 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.
 - Financial reports (audited by an independent CPA and signed by members of the organization)

■ Application for National, Regional and Local DRRM Council Membership

- The Application Form and LOI shall be accompanied by the following documents:
 - Letter(s) of Endorsement from a regular member(s) of the Council the organization wishes to be part of.
 - Certificate of good track record and good standing as an organization.
- 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.

Screening and Validation Process

- The screening and validation process shall proceed as follows:
 - The Secretariat shall conduct a document screening of the submitted Applications.
 - Screened and qualified candidate applicants shall then be categorized as CSO representatives of the following: (a) academe or independent research institute; (b) faith-based organizations; (c) NGOs and POs; and (d) professional associations and foundations; and as a private sector representative
 - The Secretariat shall conduct actual validation of the qualified candidates based on the documentary submissions

Screening and Validation Process

- The screening and validation process shall proceed as follows:
 - The Council through its Secretariat shall consult or seek assistance from existing CSOs or networks and other council-member agencies to help in the screening and validation processes of the applicants.
 - Upon validation by the concerned Secretariat that the documentary requirements and the statements therein are true, correct, and the documents authentic and valid, the Secretariat shall put the CSO or private sector applicant in the List of Validated Applicants.

Screening and Validation Process

- The screening and validation process shall proceed as follows:
 - Upon completion of the document screening and validation process, the Secretariat shall produce a summary report indicating the List of Qualified Candidates of SOs and private sector representatives with rankings including the List of Disqualified Applicants and the corresponding reasons for their disqualification, and submit the same to the Selection Committee.
 - The Secretariat shall also inform the applicants of the status of their applications as well as the reasons for their disqualification, if such would be the case, and provide the applicant with fifteen (15) days to submit its position explaining why it should not be disqualified.

Selection Committee

- The Selection Committee shall be established in all levels of DRRMCs.
 - At the national level, the Technical Management Group (TMG) shall serve as the National Selection Committee (NSC).
 - At the Regional level, the Regional Selection Committee (SC) shall be chaired by the designated official of the Regional Director of the Office of Civil Defense.
 - At the local level, the Local Selection Committee (LSC) shall be chaired by the designated Vice-Chairperson of the LDRRMC. The LSC shall be composed of LDRRMC members or their duly authorized representatives.

Selection Process

- The Selection Committee shall be convened not later than fifteen (15) working days upon the completion of the screening process conducted by the Secretariat.
- The Selection Committee shall select the CSO representatives for the four (4) categories and one (1) private sector representative.
- The Selection Committee shall give preference and priority to NGOs/CSOs with undeniable record of engagement and competence in DRRM and/or Climate Change (CC) initiatives as well as networks.
- Applicant CSO or private sector representative that has partnerships with government agencies for at least two (2) consecutive years shall be preferred.
- The Selection Committee submits the result of their selection to the Chairperson of the NDRRMC/RDRRMC/LDRRMC for his/her approval in the four categories of COs and one private sector representation in both the National, Regional, and Local Councils.
- The Secretariat shall forthwith notify in writing all applicants, both selected and not selected, on the results of their Application for Council Membership.

Responsibilities of the CSOs and Private Sector Council Members

- CSOs/Private Sector Council Members shall have the following responsibilities:
 - Participate in all activities of their respective Councils, such as, but not limited to, meetings, conferences, policy review and formulation, training and capacity building programs, advocacy campaigns, response, and monitoring.
 - Disseminate information on DRRMC/RDRRMC/LDRRMC activities to its members.
 - Provide the NDRRMC/RDRRMC/LDRRMC a copy of Reports on Its plans, accomplishments and financial statements highlighting its contributions relative to the National/Regional/Local DRRM Plan.
 - Provide the Council an updated Information Sheet containing its current list of executive officers at the start of each year.
 - Coordinate with and assist in the conduct of DRRM activities of the National, Regional, and Local DRM Councils in the geographic areas where they operate.

■ Responsibilities of the CSOs and Private Sector Council Members

- CSOs/Private Sector Council Members shall have the following responsibilities:
 - Participate in the monitoring of DRRM activities in their area of operation.
 - Provide assistance to their respective Councils in the form of technical support and resource mobilization.
 - CSOs shall also participate in operational activities relating to the design, financing, and execution of programs, in accordance with applicable regulations and specific agreements negotiated for this purpose by the NDRRMC, RDRRMCs, and LDRRMCs.

Term of Office of CSOs and Private Sector Council Members and Review of Performance for Extension of Term

- CSOs and Private Sector Council Members shall have a term of three (3) years subject for review and evaluation by the NDRRMC- TMG/RDRRMC/LDRRMC at the end of the three-year period. Should the result of the review and evaluation merits extension, the Council shall convene and approve the same thereby granting the organization a new term.
 - For the periodic review, the NDRRMC-TMG shall base on the annual documentary submissions by the CSO and the Private Sector representatives, as well as from the feedback gathered from peer organizations and partner agencies.

Term of Office of CSOs and Private Sector Council Members and Review of Performance for Extension of Term

- Only a maximum of two (2) consecutive terms for Council Membership shall be allowed for CSOs and Private Sector representatives.
 - Where there is no new or other existing CSO and private sector representative applying for a seat in the respective councils, the two-term limit may be dispensed with and allow the incumbent representation to sit for another term to ensure continued representation in the councils.
- CSOs and Private Sector representatives who shall have completed the two (2) consecutive terms for Council Membership, may reapply following a one (1) term cooling period should the seat be vacant.

Suspension and Cancellation of Council Membership

- Without prejudice to the application of penal sanctions provided under Section 20 of RA 10121 and its implementing Rules and Regulations, the respective Selection Committees may recommend to the NDRRMC, RDRRMC, and LDRRMC the suspension or cancellation of the Council membership of any CSO or private sector representative in their respective councils.

Suspension and Cancellation of Council Membership

- The NDRRMC, RDRRMC, and LDRRMC may suspend any CSO or private sector representative on the following grounds:
 - The organization no longer serves the interest of the sector it represents and fails to fulfil its functions as representative of the sector
 - Non-submission of reports for two (2) consecutive years
 - Has furnished manifestly false or inaccurate information
 - Deliberate misrepresentation and/or misuse of the Council's name for malicious purposes

Suspension and Cancellation of Council Membership

- The NDRRMC, RDRRMC, and LDRRMC may cancel the Council membership of any CSO or private sector representative based on the following grounds:
 - When the same is found to have been part of any act prohibited under Section 19 of RA 10121
 - Proven to have performed any act inconsistent with the essential aims and principles of the NDRRMC as determined by the National Council
 - Proven in a court of law to have been involved in cases of treason, aiding in rebellion or insurgency
 - Proven in a court of law to be engaged in aiding, providing support, promoting, and financing, among others, terrorism or such violations provided for in RA 11479 and RA 10168

Suspension and Cancellation of Council Membership

- For networks whose member organizations may be found to have committed any of the foregoing, the same may continue its membership in the council so long as a written document is submitted stating that the said member organization has been removed from its network
- In cases where the majority of the member organizations are found to have committed the acts stated above, the entire network's membership shall be terminated

■ Procedure in the Suspension and Cancellation of Council Membership

- The NDRRMC and RDRRMC may suspend or cancel membership in recommendation of the NDRRMC-TMG, RDRRMC, and or the Office of Civil Defense (OCD) for violations of section 14. At the Local level, the DRRMC may suspend or cancel the Council membership of the CSO/Private Sector representative based on the recommendation of the LDRRMC for any violation as stipulated in Section 14.
- The Chairperson of the NDRRMC/RDRRMC/LDRRMC shall provide a written notification to the Council Member CSO/Private Sector representative that his/her membership in the Council is the subject of a suspension or cancellation proceeding. The Council shall provide the organization in question with a reasonable opportunity to submit any comments, justification, Or information it deems relevant within seven (7) days upon receipt of notification.
- The Chairperson shall convene the executive members of the Council to deliberate and decide on the suspension or cancellation of membership of the CSO/Private Sector representative. A formal letter indicating the decision of the Council shall be sent to the concerned CSO/Private Sector representative in question.

Vacancies

- A vacancy arises when a CSO or Private Sector Council Member fails or refuses to assume office, has ceased its operations as an organization, has voluntarily resigned, or whose membership is terminated
- In case of vacancy, the Council shall declare the seats vacant and shall open the application for membership

Implementation and Monitoring Evaluation

- The monitoring and evaluation of the implementation at the regional and local levels shall be performed by the following agencies:
 - The Office of Civil Defense shall monitor and evaluate the compliance and implementation of these guidelines at the Regional Level.
 - The Department of the Interior and Local Government shall monitor and evaluate the compliance and implementation of these guidelines at all local levels.
 - An annual report of the organization of the R/LDRRMCs shall be compiled in December of every year and the report rendered to the NDRRMC FC during its 1st Quarter meeting.
- The abovementioned agencies tasked to conduct the monitoring and evaluation shall utilize the NDRRMC's Results-Based Monitoring and Evaluation System.

Annex “A” for National/ Regional/ Local Disaster Risk Reduction and Management Council Membership.

ANNEX “A”
Application Form
for National/Regional/Local Disaster Risk Reduction and Management Council
Membership

Name of CSO or Private Sector: _____

Office Address: _____

Office Contact Number: _____

Authorized Representative: _____

Date Organized: _____ Date Registered/Accredited: _____

Registering or Accrediting Agency:

- ☐ Securities and Exchange Commission
- ☐ Cooperatives Development Authority
- ☐ Department of Labor and Employment
- ☐ Department of Social Welfare and Development
- ☐ Others: (Please specify) _____

Category:

- ☐ Academic or Independent Research Institute
- ☐ Faith-based Organization
- ☐ NGO or Peoples Organization
- ☐ Professional Organization, foundation, or Community-based organization
- ☐ Private Sector

DRRM-CCA Expertise:

- ☐ Policy Review/Formulation
- ☐ Capacity Building
- ☐ Information and Advocacy
- ☐ Community Organizing
- ☐ Disaster Response
- ☐ Monitoring and Evaluation
- ☐ Others: (Please specify) _____

Names of Officers and Members of its Board of Directors:

1. _____
2. _____
3. _____
4. _____
5. _____

Has your organization participated in any election as party-list representatives in the Philippine Congress? ☐ Yes ☐ No

Has your organization/sector or any of its officers been proven in court to have 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”? ☐ Yes ☐ No

Name/s of DRRM Council Endorser/s: _____

DRRM Council intending to apply as Member: _____

National ☐ Regional ☐ Local ☐

Previous DRRM Projects (May use separate sheet)

Project & Year of Implementation	Partner Agency/Org	Cost	Beneficiaries	Status

List of Members: (Use separate sheet)

List of Member Organizations (For Networks):

1. _____
2. _____
3. _____
4. _____
5. _____

We _____, hereby declare that the foregoing answers to the questions in this application for membership in the National/Regional/Local Disaster Risk Reduction and Management Council are true and correct to the best of our knowledge and belief; that we have not knowingly made any false, misleading, or fraudulent statement; and that we understand that any false, misleading, or fraudulent statement knowingly made by us shall be sufficient cause for the cancellation of our membership application.

Signature over printed name of Secretary

Signature over printed name of President



END OF PRESENTATION