



PHILIPPINES 2000



Administrative Order

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LEGAL SERVICES  
RECEIVED BY: *28-1197*

Subject: **Implementing Guidelines in the Utilization of Quick Response Fund (QRF)**

I. Rationale:

*Per me*

The Local Government Code (RA 7160) transfers the responsibility for the delivery of basic services from the national agencies to the local government units. Among the basic services devolved to the LGUs includes relief and rehabilitation services to victims of natural and man-made disasters and other displaced individuals, families and communities. With the implementation of the Local Government code, the DSWD mandate shifted from being a direct provider of basic services as mandated under the Presidential Decree 1566, to a provider of technical assistance and augmentation support.

Likewise, having been the chair of the Relief and rehabilitation Services Committee of the National Disaster Coordinating Council, which is now reorganized into National Committee on Disaster Responses, the DSWD acts as the lead agency in providing relief as well as rehabilitation services to disaster victims. In relation to national government's program for relief and rehabilitation program, the Quick Response Fund has been included in the Government's Appropriations Act. This Department has a yearly share from this fund to support the local government units and DSWD Field Offices relative to their need for augmentation specifically for relief, rehabilitation and capability building of personnel engaged in disaster.

Relative to the Quick Response Funds, it is important to define parameters in the utilization of the fund for guidance of the units involved.

**II. Legal Basis:**

1. Presidential Decree 1566 – Strengthening of the Philippines disaster control capability and establishment of a community disaster preparedness program nationwide. The law also organized the disaster coordinating councils from the national to the barangay level.
2. Republic Act 7160 – the Local Government Code of 1991, which contains provisions supportive of the goals and objectives of the disaster preparedness, prevention, mitigation programs. The law strengthens local autonomy through devolution of the basic services functions of the national agencies to the local government units.
3. Republic Act 8185 - Amendment to the provisions of the Local Government Code Sec. 324 which states that five percent of the estimated revenue form regular sources shall

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAD  
(DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT)  
BATASAN PAMBANSA COMPLEX, CONSTITUTION HILLS  
QUEZON CITY

be set aside as annual lump sum appropriation for relief, rehabilitation, reconstruction and other works or services, in connection with calamities occurring during the budget year. Provided, however that such fund shall be used only in the area or a portion thereof, of the local government unit or other areas affected by the disaster as determined and declared by the Local Sanggunian.

### **III. Nature and Definition of the Quick Response Funds**

The Quick Response Fund is an appropriated fund that comes from the Government of the Philippines. It shall be used exclusively by the Department as stand by funds to be utilized in connection with calamities that will occur during the year and primarily for the aid, relief, rehabilitation, reconstruction and other works or services to calamity affected communities/areas.

### **IV. General Policies on the Utilization of Quick Response Fund**

Pursuant to R. A. 7160, augmentation to LGUs, either for relief operation and rehabilitation purposes, comes in different modes;

- Provision of family packs for victims of natural and man-made disasters coursed through the LGUs.
- Direct assistance to beneficiaries for rehabilitation coursed through LGUs such as:
  - Core Shelter Assistance Project
  - Material assistance for Shelter such as GI sheets, nails, lumber, for LGUs distribution, to name a few.
  -
- Fund transfer to LGUs for other rehabilitative services;

The general policies are:

1. The QRF is not to be subject to prior sub-allotment to the Field Office. However, for preparedness, mitigation and prevention activities, training and capacity building requirement can be source out from these funds. Sub-allotment to FOs shall be subject to report of disaster, rapid assessment and/or project proposal.
2. Once the Central Office approves augmentation support, funds will be released to the concerned Field Office where the requesting LGU is situated.
3. The local government units either provincial, city or municipal, in need of augmentation support should submit a written request to the DSWD Field Offices under whose jurisdiction of said local government unit belongs supported with a disaster report.
4. Should LGU directly submit their request to the Central Office, it will be sent back to the Field Office concerned for their assessment, validation and recommendation.

Feedback from the Field office shall be the basis for action to be undertaken by Central Office and LGU concerned shall be notified about it.

5. The criteria for the assessment and evaluation of request for augmentation shall be based on the following:
  - a. Extent and magnitude of disaster affecting a particular area.
  - b. Duration of Disaster operation, which substantially exhausted the resources of the LGU in responding to the needs of affected population.
  - c. Rapid disaster assessment report or validation report submitted by the Field Office detailing the extent of damage, assistance/services already provided, LGUs capabilities and resources and the augmentation support needed.
6. Request to augment relief assistance should be supported with a disaster progress report. Likewise, a terminal report and a disaster rehabilitation plan is required to support request for rehabilitation assistance. Said support shall be provided to the Field Office/LGUs in accordance with their capability and track record in implementing the immediate rehabilitation programs.
7. Report of fund disbursement together with the accomplishment report shall be submitted by the LGU to DSWD Field Office. The same shall be forwarded to the Central Office as basis for the provision of further technical assistance and monitoring.
8. In like manner, it is expected that the Field Office shall submit a utilization report to the Central Office together with the terminal report of the disaster operation. For rehabilitation assistance, such report shall be immediately submitted to central office after completion of fund utilization at the Field Office level.
9. The QRF augmentation support may be transferred to LGUs based on careful assessment and evaluation of the request, the required expediency of response and the LGU capacity to efficiently disburse and liquidate the amount transferred.

In addition, a Memorandum of Agreement should be executed between and among DSWD and LGUs. This is to safeguard the Department's standard procedures in the implementation of relief and rehabilitative services. Unspent QRF within the timeframe of implementation should be returned back to Field Offices. This will serve as fund support for other priority projects of the region in affected areas requesting the same service.



## **Procedural Guidelines:**

1. Upon receipt of the disaster report, the DSWD Field Office concerned shall undertake immediate assessment and validation within 24 hours.
2. Thereafter, the Field Office shall submit appropriate recommendation together with the disaster report to the central Office through National Operations Office as basis of recommendation/endorsement for release.
3. For request directly sent by LGUS to Central office, this will be sent back to FO for validation and recommendation.
4. DSWD through its Field Office shall provide regular technical assistance and monitoring of program implementation to all the LGUs.

## **V. Documentation requirements:**

1. Request for QRF to augment relief operation of LGUs:
  - a. Disaster Report from affected areas
  - b. Rapid Assessment Results and Recommendation from Field Office
2. Certification from Local Government Treasurer of depleted / non-availability of Local Calamity Fund.
3. Request for QRF to augment rehabilitative services:
  - a. Disaster Terminal report.
  - b. Rehabilitation plan endorsed by the PDCC, MDCC.
  - c. Recommendation from Field Offices

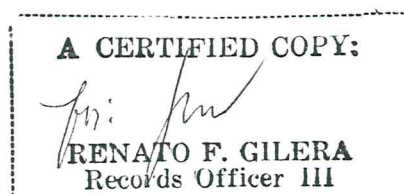
## **VI. Effectivity**

This Administrative order shall take effect immediately.

Issued this 25<sup>th</sup> day of June 2003.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary

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## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement entered into between and among the following ;

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**, a national government agency with office address at \_\_\_\_\_ represented by Field Office Director \_\_\_\_\_ and hereinafter referred to as “ **First Party** ”;

- and -

The **MUNICIPAL GOVERNMENT OF** \_\_\_\_\_ with principal office and place business at \_\_\_\_\_ represented by **HON. MAYOR** \_\_\_\_\_, hereinafter referred to as “ **Second Party** ”;

### WITNESSETH

**WHEREAS** , there is a need to assist the victims and families of disasters for the immediate rebuilding or restoring of their lives which have been disrupted due to the effects of (typhoon, fire, etc.) last \_\_\_\_\_.

**WHEREAS**, there is a need for the carrying out of these rehabilitative services for the victims of \_\_\_\_\_ in order to bring them back to normal life.

**WHEREAS**, the parties to this **Memorandum of Agreement** have agreed to cooperate in the task of providing rehabilitation opportunities to victims of \_\_ (type of disaster) \_\_ for their eventual rehabilitation in the community and live a normal life.;

**WHEREFORE** , the above premises considered, the parties have agreed to ;

**The DSWD shall ;**

1. Augment the amount of \_\_\_\_\_ (**PhP**) \_\_\_\_\_ to be used for the \_\_\_\_\_ (type of rehab) \_\_\_\_\_ implementation.
2. Oversee the effective implementation of rehabilitative service to \_\_\_\_\_ (no.) \_\_\_\_\_ victims and families of \_\_\_\_\_ (type of disaster) \_\_\_\_\_ within a duration of \_\_\_\_\_ (no. of days) \_\_\_\_\_;

3. Provide technical assistance and monitoring in the implementation of the service.

The Municipal Government of \_\_\_\_\_ through he MSWDO shall ;

1. Conduct of community organizing activities to victims and families of disaster relative to the rehabilitation program;
2. Conduct monitoring and supervision in the implementation of the service.
3. Ensure that standards had been imposed in the implementation of the service.
4. Link with other GOs/NGOs/Pos for support as well as establish a functional working relationship between and among the stakeholders ;
5. Provide other logistic support/services for the project.
6. Return to Field Office the augmentation funds for rehabilitation if not implemented within the timeframe of implementation.

This Memorandum of agreement shall take effect upon its execution and shall remain in effect until the covenants of the parties are implemented or unless sooner terminated with concurrence of all parties ;

**IN WITNESS WHEREOF**, the parties hereunder set their hand on the date and place above mentioned.

\_\_\_\_\_  
Dept. of Social Welfare and Dev.

\_\_\_\_\_  
Municipal Mayor

**WITNESSES**

\_\_\_\_\_

**ACKNOWLEDGEMENT**

Republic of the Philippines ) s.s.  
In the Municipality of \_\_\_\_\_ )

Before me, this \_\_\_\_\_ day of \_\_\_\_\_ 2003 in \_\_\_\_\_, Philippines, personally appeared \_\_\_\_\_ representing the **DSWD** , with Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ and, **MAYOR** \_\_\_\_\_, representing the **Municipality of** \_\_\_\_\_ with Community Tax Certificate no. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, with Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same are their free acts and deeds.

This instrument , consisting of \_\_\_\_\_ ( ) pages including this page on which this acknowledgement is written , has been signed on the left margin of each and every page thereof by the parties and their witnesses.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day, year, and place above written.

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Administering Officer