



- b) *Information dissemination*
  - c) *Survey and special studies*
  - d) *Contingency Planning*
  - e) *Conduct of Disaster Drills*
    - *Conduct and facilitate First aid session*
    - *Conduct Disaster awareness session*
  - f) *Hazard Mapping*
  - g) *Stockpiling/repacking of relief goods*
- *Mitigation Activities*
    - a) *Formulation and/or enhancement of policies, guidelines and proposals*
    - b) *Conduct of Inter-agency regular/consultation meeting*
    - c) *Conduct of research/study*
    - d) *Advocacy on legislative bills*
- *Response Activities*
    1. *Rescue and Evacuation*
    2. *Volunteers mobilization*
    3. *Monitoring disaster/crisis intervention made in affected areas*
    4. *Management of Evacuation Center*
      - a. *Documentation*
        - a.1 *Masterlisting of victims using Family Cards*
        - a.2 *Inventory of Donors and Donated Relief Goods*
        - a.3 *Inventory of Support Agencies*
        - a.4 *Update/Reports*
      - b. *Relief Distribution*
        - b.1. *Transportation of relief goods*
        - b.2. *Actual relief distribution*
        - b.3. *Community kitchen*
        - b.4. *Supplemental Feeding*
        - b.5. *Stockpiling*
      - c. *Psychological*
        - c.1. *Conduct of stress debriefings*
        - c.2. *Counseling*
        - c.3. *Play and other therapeutic activities*
      - d. *Sanitation*
        - d.1. *Maintenance of potable drinking supply*
        - d.2. *Construction and Maintenance of toilet, urinals and drainage*
        - d.3. *Solid waste management*
        - d.4. *Vermin control*

- e. *Developmental*
  - e.1. *Conduct and facilitation of Day care sessions*
  - e.2. *Assist in the promotion of Nutrition and Health*
  - e.3. *Conduct and facilitate Sports/recreation activities*
  
- f. *Administrative*
  - f.1. *Information Management in Inquiry/NGO Desk*
  - f.2. *Networking with other agencies*
  - f.3. *Security*
  
- *Rehabilitation Activities*
  - a. *Pre Implementation*
    - a.1. *Planning (to include relocatees representatives)*
    - a.2. *Resource generation*
    - a.3. *Social Preparation*
  
  - b. *Implementation*
    - b.1. *Food For Work*
    - b.2. *Re-construction/rehabilitation of infrastructure*
    - b.3. *Core shelter projects*
    - b.4. *Day care centers*
    - b.5. *Skills Training on livelihood projects*
  
  - c. *Post Implementation*
    - c.1. *Evaluation*
    - c.2. *Documentation*

*Other areas newly identified for volunteer work outside from the already mentioned areas detailed herein shall likewise be accommodated.*

**EFFECTIVITY**

This addendum of the Administrative Order No. 218 series of 2002 takes effect immediately.

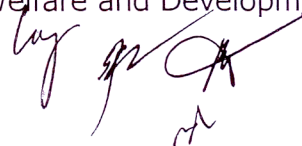
Issued this 8<sup>th</sup> day of June, 2004.



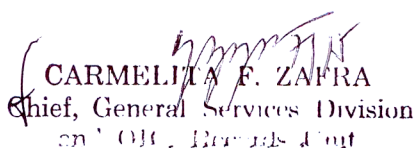
**CORAZON JULIANO-SOLIMAN**

Secretary

Department of Social Welfare and Development



**A CERTIFIED COPY:**



**CARMELITA F. ZAFRA**  
 Chief, General Services Division  
 Office of the Secretary