

**Administrative Order**  
**No. 02**  
**Series of 2021**

**OMNIBUS GUIDELINES ON FNI AND LOGISTICS  
MANAGEMENT FOR DISASTER RESPONSE OPERATIONS**

**I. RATIONALE**

It is a known fact that the Philippines is situated along the Pacific Ring of Fire and the Typhoon Belt, thus, it frequently encounters natural hazards such as typhoons, earthquakes, volcanic eruptions, and flooding/flash flood. Likewise, human-induced crises such as armed conflict, terrorism and bombing also threaten the lives of the communities and even result to displacement. This challenges the government efficiency and effectiveness in public service where areas affected will be given priority attention.

By virtue of Republic Act 7160, also known as the Local Government Code of 1991, the local government units, specifically the provincial government are mandated to provide immediate basic relief assistance such as food and clothing to families affected by natural or human-induced disaster. Furthermore, RA 10121, better known as the Philippine Disaster Risk Reduction and Management Act of 2010, emphasizes the importance on risk reduction and disaster preparedness which will allow the emergency responders and other actors to proactively undertake measures in reducing the impact of disasters on the communities and vulnerable families.

The Department of Social Welfare and Development (DSWD) as Vice Chairperson for Disaster Response and lead agency for the Food and Non-Food Item (FNI) Cluster under the Response Pillar of the National Disaster Risk Reduction and Management Council (NDRRMC) is mandated to lead the disaster response operations specifically if the LGUs being the first responder, could no longer provide sufficient resources in response to the needs of the affected population.

Food and Non-food Items (NFIs) are valuable commodities for Internally Displaced Persons' (IDPs) survival, health and well-being especially during displacement, where the IDPs are likely to have limited or no access to outside resources. The prepositioning and management of FNIs therefore require careful planning, to ensure provision of equitable assistance to the displaced population along safety and protection.



Since emergency response is a joint responsibility of the national and local government units, its efficiency will depend on the level of preparedness done by the different levels of the local government units (Province, City and Municipality) as well as by different national government agencies. In view of the increasing frequency of disaster occurrences requiring relief augmentation and for the necessity to respond efficiently and immediately to the needs of disaster victims, it is necessary to strengthen the mechanism on the management of food and non-food items.

These guidelines will ensure that preparedness activities, specifically on the strategic repositioning and management of food and non-food items are institutionalized as the primary support of the Department, particularly during the Emergency Preparedness for Response phase.

## II. LEGAL BASES

These guidelines are hereby promulgated in accordance with the following:

- **Republic Act 10121 – Philippine Disaster Risk Reduction Act of 2010**, which promotes adherence and adoption of universal norms, principles and standards of humanitarian assistance in a holistic, comprehensive, integrated and proactive approach to reduce risks and lessen the socioeconomic and environmental impacts of disaster, as concrete expression of the country's commitment to overcome human sufferings due to recurring disasters
- **Republic Act 7160 – Local Government Code of 1991**, which recognizes the role of the Local Government units as frontline or service delivery in carrying out emergency measures and relief services as maybe necessary during and in the aftermath of natural or human induced disasters.
- **Republic Act 9184 – Government Procurement Reform Act**, which gives guidance on the use of different methods of procuring goods or services necessary for relief operations.
- **DSWD Administrative Order No. 11 s.2012 - Revised Guidelines in the Management and Processing of Donations**, which provides a more comprehensive evaluation and enhanced procedures in the acceptance, processing, and distribution of donations.
- **Memorandum Circular No. 11 s. 2013 – Guidelines in Providing Family Food Packs to Legislator during Disaster Operations**, which enumerates the process in the provision of relief assistance requested by Legislator.





- **DOH Administrative Order No. 2014-0030, s.2014 – Revised Rules and Regulations Governing the Labelling of Prepackaged Food Products**, which establishes standards and quality measures for public food safety by providing consumer information about the food product through its label.
- **DSWD Administrative Order No. 3, s.2015 – Disaster Response Operations Guidelines**, which identifies the major roles of the DSWD as it is expected to (1) provide leadership and coordination during Disaster Response operations; (2) readily mobilize and deliver material resources for disaster response; and (3) be in the frontline for the delivery of disaster response assistance.
- **Republic Act 10821 – Children’s Emergency Relief and Protection Act**, stating the policy of the State to protect the fundamental rights of children before, during, and after disasters and other emergency situations when children are gravely threatened or endangered by circumstances that affect their survival and normal development. It also provides for the formulation of the Comprehensive Emergency Program for Children (CEPC) recognize the DSWD’s role of providing basic services including food and non-food items.
- **DSWD Administrative Order No. 6, s.2017 – Comprehensive Guidelines on the Management of DSWD Properties**, which governs the management and utilization of DSWD Properties to safeguard against loss or wastage through illegal or improper disposition, which shall further ensure economy, efficiency and effectiveness in the operations of the government.
- **DSWD Administrative Order No. 1, s.2019 – Management Reorganization of the DSWD Central Office**, which mandates the NRLMB on the management of Food and Non-Food Items (FNI).
- **DSWD Memorandum Circular No. 17 s.2019 – Guidelines in the Implementation of the Emergency Cash Transfer (ECT) during disasters**, which gives operational clarity and guidance to decision-makers and implementers of the ECT

### III. OBJECTIVES

Generally, these guidelines aim to ensure that management and mobilization of resources, food and non-food items and funds are done in an effective, efficient and coordinated manner.



Specifically, these guidelines aim to:

- a. Ensure availability of strategically prepositioned food and non-food items;
- b. Serve as a guide on the required level of FNI stockpile and standby funds for the NROC, DRCs, RROC and other hubs that may be established.
- c. Standardize the composition, labelling and marking of FNI.
- d. Provide guidance on the management and utilization of relief resources.

#### **IV. SCOPE AND COVERAGE**

This AO covers the following areas of FNI, funds and logistics management:

1. Stockpiling of food and non-food items;
2. Replenishment of resources (FNI and Standby Funds);
3. Resource Augmentation to DSWD Field Offices and LGUs;
4. FNI Marking, Labelling and Packaging
5. DSWD Relief Supply Chain on needs assessment, sourcing, storage, production, delivery and distribution.
6. Disposal of Unserviceable, No Longer Needed and/or Obsolete Inventory and Waste Materials
7. Provision of FNI to Legislators
8. Technical Assistance on the management of relief resources.

#### **V. DEFINITION OF TERMS**

“Disaster Assistance Family Access Card (DAFAC)” – a documentation tool in a form of card issued to disaster victims and IDPs indicating the general information of the family members. Any form of relief assistance provided to the family is recorded on the card.

“Family Food Pack” – the core response modality of the Philippine government in terms of food assistance distributed to families affected by any disaster.

“Non-Food Items” – humanitarian relief items other than food that are essential for the survival and protection of the victims of disaster.

“Operations Standards” – these are the established and accepted standards including but not limited to materials wastage rate, production efficiency rate, technical specification of FFP components and packaging, quantity of raw and packaging materials used in the production of an FFP, among others, in which the overall efficiency in the management of processes is measured through comparative results of standards or targets vs. actual results.

“Prepositioning or Strategic Placement” - refers to the stockpiling of goods in strategic locations for immediate access and mobilization during disasters response operation.



"Protracted Relief" - continuing relief assistance setting criteria for the most vulnerable groups due to prolong displacement or during the early recovery stage.

"Ready-To-Eat Food (RTEF)" – a self-contained Halal meal, individually packed, readily consumable and without cooking requirement.

"Resource Augmentation" – provision of additional resource to requesting unit including, but not limited to food and non-food items, personnel, logistics assets, among others.

"Standby Funds" - funds intended for procurement of relief goods, shelter kits, livelihood assistance, and other operational expenses during the disaster relief operation.

"Stockpile" - strategically placed supply of food and non-food items at Central and Field Offices warehouses intended for basic and augmentation support along disaster response and recovery operations.

"Storage Hub" – general term for warehouse/storage facility used as transshipment point for DSWD relief goods.

"Technical Assistance" – any form of knowledge transfers between DSWD and its stakeholders. This may be in a form of knowledge sharing sessions including but not limited to capacity building activities like training, workshops, consultation meeting, and knowledge product exchange, among others.

## **VI. IMPLEMENTING GUIDELINES AND POLICIES**

### **A. Statement of General Policy**

The DSWD is committed to increase capacity of LGUs to improve the delivery of social protection and social welfare services. Consequently, the LGUs prepositioned resources are priority for distribution during relief operations. The Department shall provide augmentation for the food and non-food item requirements only upon depletion of LGUs resources.

### **B. Composition of Food and Non-Food Items (see Annex A)**

#### **a. Food Items**

- i. All food provisions must meet the daily Recommended Energy and Nutrient Intake (RENI) of a person as approved by the Food and Nutrition Cluster.
- ii. Component of packs to be provided for the affected families must be culturally acceptable to beneficiaries. All food components must be "Halal" certified.



- iii. Changes in the component of Food Packs must be approved by the Undersecretary for DRMG.
- iv. DSWD shall provide the following food items subject to assessment and recommendation of the LSWDO:
  1. **Ready to Eat Food (RTEF)** – a self-contained Halal meal to be given to displaced persons within 48 hours after the onset of disaster when organized cooking and cooking facilities/ utensils are limited or not available.
  2. **Family Food Pack** - provision of family food pack to a family of 5 members, good for 2 days' consumption. A family with members exceeding 5 shall be given additional allocation of FNIs, subject to the assessment of the LSWDO. This is provided to the affected families during the first month of operation.
  3. **Alternate Family Food Pack** - variant of food packs, which aim to relieve the IDPs from the monotony of consuming the same food pack. This shall be distributed in lieu of Family Food Pack during protracted relief operations. Components of alternative family food packs is subject for the approval of the Undersecretary for DRMG.
  4. **Pabaon Pack** - food packs intended for IDPs who are going back to their place of origin. Distribution of this is subject to the assessment and recommendation of the LSWDO/ Camp Managers.

**b. Non-Food Items**

Following the Non-Food Item Kits provided by the Department during calamities:

- i. **Sleeping Kits** – provisions for sleeping as protection during displacement of affected families.
- ii. **Clothing Kits** - provisions for brand new clothing, towel and underwear garments to children and adults.
- iii. **Kitchen Kits** - provisions for cooking as support for the everyday food preparation of the affected families.
- iv. **Shelter Kits** – provisions for the immediate repair of the houses





- v. **Hygiene Kits** - provisions for personal hygiene and toiletries for displaced family for one (1) month consumption following the standard composition set by the Department of Health (DOH). This shall be distributed in aid of DOH' provision when the requirement of the affected families exceeds DOH' resources.

**C. FNI Marking, Labelling and Packaging** (see Annex B)

- a. Markings and Labelling of FNI components and packaging must be consistent with the standards set by the Department per the DSWD Branding Guidelines.
- b. Use of environment friendly packaging materials must be observed.
- c. Repacking of relief goods from its original form is strictly prohibited unless it is due to reconditioning/replacement of the items.
- d. Products must have "Nutrition Fact Declaration" unless otherwise stipulated as exemption in DOH A.O. No. 2014-0030.
- e. All food items must have stamped expiration date.
- f. All packaging materials must bear international packaging symbols like maximum stacking height, handle with care, stacking patters, handle with care, etc.
- g. All items included in the DSWD relief packs and kits must have marking of "NOT FOR SALE."
- h. All markings should be visible and readable.

**D. Operational Procedures**

**a. Prepositioning of FNIs**

1. FNI inventory must be maintained at 100% stockpile. Seventy-five percent (75%) inventory level warrants replenishment. Level of stockpile shall be determined on a Memorandum that will be issued by the Office of the Undersecretary for Disaster Response Management Group.
2. The following areas are the priority for prepositioning of FNIs:
  - a. Island municipalities
  - b. Geographically Isolated and Disadvantaged Areas (GIDA) or Hard to Reach Areas
  - c. 4<sup>th</sup> to 6<sup>th</sup> class municipalities
3. All relief resources prepositioned in the strategic areas not owned by the DSWD shall be subject to the provisions of the Prepositioning Agreement between the DSWD and its partner organization.



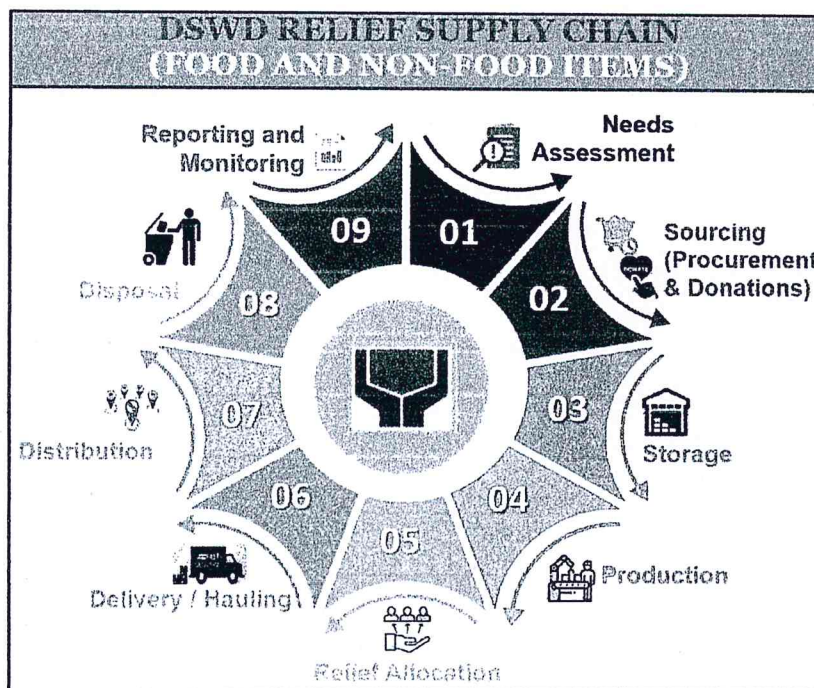
**b. Resource Augmentation to DSWD Field Offices and LGUs**

- i. Tiered response must be observed in terms of providing augmentation for affected LGUs or DSWD Field Offices shall provide augmentation to LGUs if any of the following triggers is noted:
  1. Receipt of request for augmentation from affected LGU/s provided that the LGU has limited capacity and capability to either provide the needs of the disaster affected families or when the resources of the affected LGU/s is depleted which may be supported by the Certification from the Municipal Treasury that the LDRRM fund is exhausted;
  2. Resolution from Sanguniang Panlalawigan/ Bayan/ Panglungsod
  3. Result of the RDANA (Rapid Damage and Needs Assessment);
  4. Recommendation report from the DSWD Field workers based on assessment and validation on the ground; and
  5. Directives from the Secretary/DRMG Undersecretary, subject for assessment and validation of the concerned Field Office.
  6. Directives from the Regional Director to the Field Office' Disaster Response Management Division, subject for assessment and validation.
- ii. NROC and DRCs shall provide augmentation to Field Offices based on written request signed by the Regional Director. Following information must be stated in the request:
  - a. Purpose
  - b. Quantity Requested
  - c. Stocks and Storage Available
  - d. Inventory of FNI requested
  - e. Means of Transport
  - f. Delivery Point
  - g. Preferred date of Delivery/ies
- iii. In case of regions responding to the affected region, all coordination must be coursed through the NRLMB for logistics planning and consolidation of quantity and cost of augmentation provided. Upon request, Central Office shall provide replenishment to the Field Offices that provided augmentation, or they may request for downloading of funds for the procurement of FNI and operational cost.





**c. DSWD Relief Supply Chain**



**i. FNI Needs Assessment**

1. Through the LSWDOs, needs for FNI shall be identified and assessed.
2. The following must be considered in identifying needs of affected population:
  - a. Specific FNI Requirement (e.g. children, elderly, pregnant and lactating women)
  - b. Quantity
  - c. Time and Date Needed
  - d. Cycles of Distribution
3. Cycle of Distribution may be determined by the standards in providing FNI:

Food and Non-Food Item	Standards
Family Food Pack	Good for a family of 5 for two (2) days
Ready-to-Eat (RTE) Meals	One pack per serving per meal
Drinking Water (20L)	Good for a family of 5 for three (3) days
Family Kit, Kitchen Kit, Sleeping Kit	Good for a family of 5 for one-time distribution
Hygiene Kit	Good for a family of 5 for one (1) month
Family Tent	Good for a family of 5 for one-time distribution

4. Upon request of the Field Office, a joint assessment shall be carried out by the DRMB and NRLMB.
5. During the early recovery phase, PDNA must be conducted with other NGAs to identify needs for continuing relief. LGU may also request for the provision of continuing relief subject for the assessment and approval of the DSWD.

## **ii. Sourcing of FNI**

### **1. Procurement**

- a. All Field Offices shall implement innovative and cost-effective modalities/strategies on the acquisition of relief resources through ordering or framework agreements for goods and services which may include procurement of pre-packed Food and Non-Food Items.
- b. The DRMB, through the assessment reports, shall identify emerging or new food or non-food items to be procured or included in the kits provided by the DSWD as approved by the Secretary/ Undersecretary for DRMG.
- c. The DRMB/NRLMB shall conduct market scanning of all identified FNIs and shall update prices every semester or as needed.
- d. All alterations and/or modification of any of the compositions as provided by the guideline must have prior approval from the Undersecretary for DRMG.
- e. All procurement for FNI must be consistent with the provisions of RA 9184.

### **2. Donations**

#### **a. Local In-Kind Donations**

- i. All in-kind local donations received for and in behalf of the Department shall be accounted upon receipt and must be released as per purpose stated in the deed of donation or acknowledgement receipt.
- ii. If any, change of purpose of donations as stated must be approved by either the Secretary or Undersecretary for DRMG after seeking approval from the Donor.





- iii. All food and non-food items are acceptable except for the following:
  - 1. Food Items expiring in less than six (6) months from date of acceptance for local in-kind donations offered, facilitated and received during emergency/disaster relief operations, subject for immediate distribution;
  - 2. Food Items expiring in less than one (1) year from date of acceptance for foreign in-kind donations;
  - 3. Food Items that did not pass necessary sanitary standards;
  - 4. Formula milk;
  - 5. Used Clothing;
  - 6. Toys that did not pass FDA standard;
  - 7. Educational Materials regulated by DepEd;
  - 8. Furniture and Equipment regulated by DND and NEDA; and
  - 9. Any donations, services or favor from Tobacco Industry
- iv. Prior to acceptance of any donation, physical inspection through random sampling must be conducted. An inspection report must be prepared subsequently.
- v. Whether the donations will be accepted or rejected a formal communication shall be sent to the Donor. It can be in the form of an electronic email, letter or call informing the donor of the decision made by DSWD regarding his intent to donate.
- vi. To document receipt, DSWD shall prepare Acknowledgement Receipt (see Annex)
- vii. Immediately after the receipt, receiving warehouse shall conduct actual inventory count. Taking into account the bulk donations, a 30-day grace period on 100% actual inventory taking of donated items will be observed.



- viii. Upon finalization of inventory count, the information shall be sent to the Valuation Committee for subsequent preparation of Certificate of Donations or in aid of valuating cost of assistance provided.
- ix. In an instance of unreconciled record of DSWD and the Donor, the Certificate of Donations shall be held in abeyance until agreement is reached.

**b. Local Cash Donations intended for the purchase of FNIs**

- i. The Finance and Management Service (FMS) upon receipt of Cash Donations shall issue Official Receipts (OR) and Facilitate the signing of Deed of Donation to the Donor (for cash donation amounting to Php5,000 and above)
- ii. The FMS shall also facilitate the request for the issuance of Certificate of Deposit from the Bureau of Treasury (BTr).
- iii. The DRMG upon receipt of the memorandum from the Finance and Management Service (FMS) shall ensure the following:
  - Facilitation of the signing of the Deed of Donation to the Secretary, Undersecretary, Assistant Secretary or Bureau Director of DRMB / NRLMB.
  - Notarization of the Deed of Donation
  - Preparation of Budget Execution Documents (BED) 1,2 and 3 and Work and Financial Plan (WFP) with Executive Summary and Memorandum for the Secretary





- iv. Upon receipt of the approved BEDs and WFP, FMS shall facilitate the issuance of a Notice of Cash Allocation (NCA) from the Department of Budget and Management (DBM)
- v. Once DBM has issued a Notice of Cash Allocation the FMS shall prompt the DRMG to process the following:
  - Preparation and facilitation of the signing of Project Proposal for purchase of FNIs
  - Submission of Purchase Request (PR) and other PR-related documents
- vi. All cash donations shall be monitored and status of its utilization shall be reported at the end of the month.

### 3. Storage of FNI

- a. All Field Offices shall explore and/or strengthen partnership with NFA, AFP, other NGAs or private organizations to multiply their resource capacities including, but not limited to, warehouses, transport vehicle, handling equipment, among others.
- b. In the absence of storage gained through partnership, Field Offices shall rent warehouse chargeable against Quick Response Fund to ensure sufficient storage capacity in order to maintain and safe keep mandated stockpile and conduct logistics operations.
- c. All relief resources prepositioned in the strategic areas not owned by the DSWD shall be subject to the provisions of the Prepositioning Agreement between the DSWD and its partner organization.
- d. Regular spot-check or inspection shall be conducted to ensure that necessary actions are taken to prevent defects of goods on hand.
- e. Operations standards as to stacking, labelling, stocks movement and storage planning must always be observed.



#### **4. Production of Family Food Packs**

- a. All Field Offices shall implement innovative and cost-effective modalities/strategies on the production of relief resources.
- b. For stockpiling purposes, the Rice in FFPs must be vacuum sealed.
- c. Operations standards as to production planning, production efficiencies and output, recording of outputs and reconciliation of materials used, allowable threshold for production damages, quality of materials used in the production of FFPs and workforce requirement must be observed at all times.

#### **5. Relief Allocation**

- a. FNI allocation must be supported by Requisition and Issue Slip (RIS) (*Annex C.1.1*) for procured items and Issuance Form (IF) (*Annex C.1.3*) for donated items.
- b. Approving authorities on RIS and IF must be consistent with the latest DSWD Issuance on Delineation of Authority.
- c. Approved Food for Work program during response operations such as repacking of family food packs, handling and hauling of FNI are allowed, provided the workers are affected by disaster. Cost of FFP shall commensurate 75% of the prevailing regional daily wage rate.
- d. All procured food items expiring within three months shall be utilized immediately through (1) feeding programs in DSWD Centers and Institutions, (2) Food assistance to crisis intervention units (CIU) clients, and (3) Approved Food for Work activities.
- e. In-kind donations must be allocated within three (3) months for food items and six (6) months for non-food items from the date goods were received.

#### **6. Delivery/Hauling of FNI**

- a. All Field Offices shall implement innovative and cost-effective modalities/strategies on the delivery/hauling of relief resources.

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- b. Operations standards as to dispatch planning, selection of delivery vehicle and FNI handling must be complied.
- c. LGU shall haul FNI from FO designated warehouses unless otherwise the LGU has limited or no capacity at all. In case the LGU personnel shall haul FNI from NROC or DRCs, FNIs shall be released only upon the presence of a DSWD FO personnel who shall sign the release documents.
- d. The NROC, DRCs and FOs shall procure service providers for the hauling and delivery of FNIs chargeable against the Quick Response Fund.
- e. If logistical resources for the delivery/hauling of FNI are limited or exhausted, NROC, DRCs and RROC must observe the following hierarchy in requesting resource augmentation:
  - i. Government Assets
  - ii. NGOs and other Private Organization Assets
  - iii. International Humanitarian Organization In-country Resources
  - iv. International Humanitarian Organization External Resources through PIHARC, in case there is an international appeal for humanitarian assistance
- f. Central Office and DRCs shall deliver to Field Office designated warehouses only unless diversion of delivery is approved by the Regional Director.
- g. Prior to hauling or delivery of FNI, all must be subjected to inspection to ensure quality of either the items or the delivery vehicle.
- h. NO RIS/IF, NO release policy shall be enforced.
- i. Delivery/Hauling of FNI must be documented through Delivery Receipt (*Annex C.1.2*) for procured items and Issuance Receipt (*Annex C.1.4*) for donated items.
- j. All deliveries must be escorted by DSWD authorized representative.

## 7. Relief Distribution

Composition of QRT for relief distribution – Assessment and response teams should include equal number of male and female members to



facilitate assessing women and men separately during needs assessment.

- a. Any of the following triggers relief distribution:
  - i. Result of the Rapid Damage Assessment and Needs Analysis (RDANA)
  - ii. Recommendation report from DSWD field workers based on assessment and validation on the ground
  - iii. Directives from the Secretary/DRMG-Undersecretary/Regional Director, subject for validation and assessment.
- b. Augmentation of relief assistance to all IDPs whether inside or outside evacuation centers shall be done during the preemptive evacuation or after the onset of disaster. The following factors shall be considered in the distribution of the relief augmentation:
  - i. Sufficient number of relief goods for distribution
  - ii. Logistical requirements
  - iii. Distribution plan (No. of IDPs, distribution site, time and date of distribution)
  - iv. Masterlist of IDPs
  - v. IDPs shall have DAFAC on-hand
  - vi. Transparency
  - vii. According to social and cultural and gender sensitivity context of the affected population
  - viii. Safety and security in the distribution area.
  - ix. IDPs (women) participation in the distribution (Inside EC).
  - x. Presence of Community Leaders in the distribution (Outside EC)
  - xi. Relief Distribution Sheet (RDS)
  - xii. Priority Lane for the vulnerable sectors. (children, elderly, pregnant and lactating women)
  - xiii. LGU is responsible for establishing community kitchen in evacuation areas.



- c. DSWD FO personnel shall coordinate with LGU on the use of their facility as distribution hub.
- d. DSWD personnel shall manage the distribution with the assistance of the requesting LGU.
- e. FNI provided by the DSWD as augmentation to LGUs must be distributed within seven (7) days upon receipt. In case of undistributed FNIs after the period as stated, the DSWD Field Office may call the attention of the receiving party to initiate the distribution. Consequently, the LGUs with unliquidated balances shall not qualify for additional assistance.
- f. The use of Disaster Assistance Family Access Card (DAFAC) shall be mandatory for the provision of food and non-food items to all IDPs inside and outside the evacuation centers. Access card can also be in the form of an automated card or thru a biometric system.
- g. Vulnerable groups like the children, pregnant and lactating women, the elderly, persons with disabilities and persons living with chronic illnesses shall be given priority during distribution of FNIs.
- h. Provision of food and non-food items should be without any discrimination of any kind as to race, ethnicity, sex, language, religion, political or social origin, property, birth, age, disability or other status.
- i. The LGUs through the LSWDO shall submit Relief Distribution Sheet (RDS) to DSWD Field Offices containing a list of the recipient of goods equivalent to the distributed FNIs. This shall be submitted within a month after every distribution and shall include the name, address, and the items received with signature or thumbmark of the beneficiary and duly certified by the LSWDO or DSWD representative.
- j. During early recovery phase, "Pabaon Pack" maybe provided to qualified beneficiaries per recommendation of LSWDO with reference to the assessment and validation on the ground.



**8. Disposal of Unserviceable, No Longer Needed and/or Obsolete Inventory and Waste Materials**

All activities related to disposition of unserviceable, no longer needed and/or obsolete inventory and waste materials must be consistent with the latest DSWD guideline.

**9. FNI Monitoring and Reporting**

- a. Actual inventory taking shall be conducted on a monthly basis.
- b. Semestral Report on the Physical Count of Welfare Goods Inventory (*Annex C.2.1*) shall be submitted to NRLMB every 10<sup>th</sup> day of July of the current year and 10<sup>th</sup> of January of the preceding year.
- c. Report on Supplies and Materials Issued (*Annex C.2.1*) must be submitted on or before the 5<sup>th</sup> of the following month for the liquidation of relief resources.
- d. During preparedness, weekly reports on the status of inventory shall be submitted every Thursday or earlier if the deadline falls on a holiday. (*Annex C.2.3*)

**d. Shift from FNI to Cash Based Assistance**

Rapid Assessment shall be conducted to determine whether the situation will qualify for the shift in the form of assistance provided to affected families. Accessibility and stability of local markets shall trigger the shift from FNI to Cash Based Assistance.

Implementation of cash-based assistance (ECT) must be consistent with the latest guideline of the Department.

**e. Management of Funds**

- i. All FOs shall maintain a standby fund to replenish the required volume of relief resources. Twenty-five (25) percent utilization warrants immediate replenishment. Level of standby funds shall be determined through a Memorandum that will be issued by the Office of the Undersecretary for Disaster Response Management Group.
- ii. Replenishment of Standby Funds shall be facilitated by the Disaster Response Management Bureau (DRMB) with the hereunder supporting documents;





1. Request for replenishment of standby funds incorporated to the transmittal memorandum with the attached template attached as Annex B.
  2. Updated Report on the Level of Stockpile duly noted by the Disaster Response Management Division (DRMD) Chief or his/her authorized officer;
- iii. The utilization of standby funds for other purposes inconsistent with what is indicated on the SAA shall be subject to submission of a request for realignment or change of purpose for the approval of the undersigned as assessed and recommended by DRMB's assessment and recommendations
  - iv. All fund augmentation requests for the procurement of welfare goods, warehouse rental, hauling services, and other logistics operations funding requirements shall be forwarded to DRMB and NRLMB. The request shall be assessed based on the current capacity of the FO to implement and mobilize requested resources subject to subsequent approval of the Undersecretary of DRMG.

**f. Provision of FNI to Legislators**

- i. Legislators shall submit requests for FNI to the Office Disaster Response Management Group indicating the following information: (a) type of disaster; (b) date of occurrence, (c) affected area, (d) number of affected families, and (e) quantity of requested FNIs.
- ii. The DRMG, shall refer the request to the (FO) for further assessment and validation.
- iii. Upon approval of the Regional Director, FNI shall be released and distributed by the DSWD personnel to the intended beneficiaries with or without the presence of legislator or his/her authorized representative.
- iv. The Field Office shall provide feedback report to the DRMG on the actions taken regarding the request.

**g. Technical Assistance and Capacity Building**

- i. Technical Assistance in the form of capacity building related to FNI and funds management shall be requested from Central Office through a memorandum approved by the Regional Director.
- ii. Resource and Logistics Capacity Assessment (RLCA) shall be done by the Central Office as a form of technical assistance to DRCs, FOs and LGUs. RLCA shall include guiding the LGUs on repositioning strategies.



- iii. Ensure that all Technical Assistance and Resource Augmentation (TARA) are aligned with the Strategic Focus of the Department.

## **VII. INSTITUTIONAL ARRANGEMENTS**

### **a. Central Office**

#### **Office of the Undersecretary for Disaster Response Management Group**

1. Ensure that the DRMB, NRLMB and Field Offices assigned to disaster management are performing DSWD roles and responsibilities embodied in the DSWD Vision, Mission, Values and its corresponding 2028 Strategic Focus.
2. Approve sub-allotment requests for fund augmentation to Field Offices.
3. Approve documents for FNI procurement.
4. Issue a Special Order for the creation of Monetization/Valuation Committee for the local in-kind donations.

#### **Office of the Assistant Secretary for Disaster Response Management Group**

1. Lead in the conduct of response planning and after evaluation of response operations.
2. Monitor and ensure that issues or complaints in the delivery of services, coursed through DSWD Central Office are addressed, if any.

#### **National Resource and Logistics Management Bureau**

1. Provide Technical Assistance and Resource Augmentation (TARA) on Resource and Logistics Management to highlight preparedness strategies such as prepositioning of FNI, etc.
2. Develop new or enhance of existing operations standards for FNI management and its logistical requirements.
3. Update the prices and specifications of FFP components and other inventory item through market scanning.
4. Prepare Project Procurement Management Plan (PPMP) and Purchase Requests (PRs) for welfare goods requirements to





- ensure adequate and timely procurement of goods and attend to procurement-related activities.
5. Manage funds related to the procurement, storage, processing and delivery of relief goods.
  6. Assist DRMB in the allocation of FNIs.
  7. Prepare the request for Sub-Allotment and Transfer of Funds for FNI and logistics management-related operational expenses.
  8. Monitor the compliance of all Field Offices in the reporting of status of relief resources and submit a weekly report to the Office of the Undersecretary.
  9. Accept incoming deliveries of procured welfare goods and ensure proper storage.
  10. Facilitate release and transport of FNI to Field Office based on approved RIS to Field Office warehouse, or to any storage/distribution hub, as agreed.
  11. Facilitate receipt of foreign and local in-kind donations for Disaster Response Management purposes.
  12. Monitor utilization of donations from International and Local sources intended for the victims of disasters.
  13. Create monetization/valuation committee for the local in-kind donations.
  14. Manage volunteers assisting in the repacking of FFPs and other identified activities.
  15. Conduct monitoring of Field Office warehouse or other storage hubs that maybe established and assess compliance to operations standards.
  16. Facilitate disposition of goods not fit for human consumption.
  17. Represent the Department as member of Technical Working Group for the Food and Non-Food Items Cluster, as delegated.
  18. Assist in the conduct of joint assessment at FOs to identify requirements for response.

*Specifically, the **Disaster Resource Centers** under the management of NRLMB shall:*

- a. Serve as additional resource and logistics hub with larger capacity to provide augmentation to regional offices within its jurisdiction.
- b. Coordinate, lead and monitor inter-regional logistics response during relief operations in areas within their jurisdiction.
- c. Provide FNI augmentation and logistics support to regional hubs within its jurisdiction.
- d. Manage satellite logistics hub that will be established within their area of jurisdiction.
- e. Lead in logistics capacity assessment for DSWD regions within their jurisdiction.



- f. Develop their own capacity for response including, but not limited to transport, warehouse, and workforce to ensure sufficient capacity for FNI and logistics response.
- g. Provide technical assistance to regional offices and LGUs on FNI and logistics management.
- h. Participate in response planning for relief operations to ensure coordinated response.
- i. Manage volunteers assisting in the repacking of FFPs and other identified activities.
- j. Monitor the compliance of all Field Offices within its jurisdiction in the reporting of status of relief resources.

### **Disaster Response Management Bureau (DRMB)**

1. Allocate FNIs based on assessment.
2. Prepare RIS for Central Office OBSUs requests for FNI.
3. Facilitate requests for fund augmentation related to resource and logistics management as recommended by NRLMB.
4. Provide technical assistance on predictive analytics as basis for repositioning of FNI to LGUs.
5. Monitor and replenish standby funds and stockpile if below allowable threshold.
6. Issue monthly memorandum to Field Offices requesting for the course of action relative to the compliance on stockpile and preposition requirements.
7. Monitor cash donations intended for Disaster Response Management.
8. Submit weekly consolidated status of standby funds to NRLMB for consolidation to the status of weekly inventory.
9. Maintain repository of historical data on the FNI releases and fund utilization for disaster response operations.
10. Identify new FNI requirement based on assessment.
11. Develop and enhance DRRM policies.
12. Lead conduct of joint assessment at FOs to identify requirements for response.
13. Represent the Department as member of Technical Working Group for the Food and Non-Food Items Cluster, as delegated.

### **Finance and Management Service (FMS)**

1. Facilitate the request for sub allotment of funds.
2. Certify availability of funds related to disaster response operations.
3. Provide technical assistance in disaster-related funds management.
4. Facilitate Cash Donations for Disaster Operations.





### **Procurement Service (PS)**

1. Maintain updated database of suppliers and service providers as reference for procurement of goods or services for disaster response operations.
2. Facilitate procurement requests for requirements on disaster response operations.
3. Provide technical assistance on the use of "Ordering Agreement" and in the preparation of documentary requirements for the procurement of goods and services and guidance on the use of different methods of procurement.

### **Internal Audit Service (IAS)**

Conduct of regular risk assessment and spot-check audit on resource and logistics management processes including but not limited to, sourcing through procurement and donations, storage, repacking, releasing and monitoring of FNIs.

### **Human Resource Management and Development Service (HRDMS)**

Assist in the deployment of Quick Response Teams (QRT) during massive disaster operations requiring mass production of FNIs.

### **Administrative Service (AS)**

Provide logistics needs for the mobilization of employees and volunteers assisting during disaster response operations.

### **Social Marketing System (SMS)**

Publish disaster response management accomplishments and initiatives through various media platforms.

#### **b. Field Offices**

1. Implement the policies on the Prepositioning and Management of Food and Non-Food Items.
2. Assess and validate requests for resource augmentation from LGUs.



3. Provide Technical Assistance and Resource Augmentation (TARA) to Local Government Units (LGUs) on the Management of Stockpile, Prepositioning of Relief Resources for Disaster Response Augmentation.
4. Prepare Project Procurement Management Plan (PPMP) and Purchase Requests (PRs) for FOs welfare goods requirements to ensure adequate and timely procurement of goods and attend to procurement-related activities.
5. Accept, account for and allocate procured welfare goods and ensure proper storage.
6. Accept, account for, and allocate donations from International and Local sources intended for the victims of disasters, if any.
7. Create monetization/valuation committee for the local in-kind donations.
8. Submit status of inventory and standby funds weekly report or as maybe required.
9. Manage volunteers assisting in the repacking of FFPs and other identified activities.
10. Conduct monitoring of satellite warehouse or other storage hubs that maybe established and assess compliance to operations standards.
11. Facilitate disposition of goods not fit for human consumption.
12. Develop TARA plan to include FNI augmentation to LGUs.
13. Ensure that DSWD personnel oversees relief distributions.
14. Act on issues or complaints regarding the delivery of services, if any.

#### **VIII. OTHER ARRANGEMENTS**

The Department's Central and Field Offices shall allocate resources to ensure implementation of these guidelines.

#### **IX. PENALTY CLAUSE**

Prohibited acts and penalties stipulated in the following related laws shall apply:

1. RA 10121, Section 19 and 20
2. RA 11032, Section 22
3. RA 9184, Sections 65,67 and 69

#### **X. REPEALING AND TRANSITORY CLAUSE**

All previous issuances inconsistent with this Administrative Order are hereby repealed, modified or amended accordingly.





The DRMG shall conduct roll out activities to ensure accurate cascading of the provisions set forth herein these guidelines.

**XI. EFFECTIVITY CLAUSE**

This Administrative Order shall take effect immediately.


Issued in Quezon City this 4<sup>th</sup> day of March 2021.



**ROLANDO JOSELITO D. BAUTISTA**  
Secretary

Certified True Copy:

08 MAR 2021



CHLOE CLARISSE ALBORNOZ-BARRACA  
Administrative Officer III  
Records & Archives Mgt. Division

## ANNEX A. COMPOSITION OF FOOD and NON-FOOD ITEMS

- A. **FOOD ITEMS** (the composition of Food Item Packs may change depending on the approval of the National Nutrition Council in consideration of the daily Recommended Energy and Nutrient Intake (RENI) per individual)

### A.1 Family Food Pack

Composition	QTY
Iron Fortified Rice	6 kls.
Canned Tuna Flakes,155g	4 tins
Canned Corned Beef,150g	4 tins
Canned Sardines,155g	2 tins
Instant Coffee, 20g	5 Sachets
Instant Choco Malt, 22g	5 Sachets
Fortified Margarine	250 g
Multi-Nutrient Growth Mix	10 Sachets

## B. NON-FOOD ITEMS

### B.1 Sleeping Kit

Composition	QTY
Blanket	2 pcs
Plastic Mat	1 pc
Mosquito Net	1 pc
30Malong-like (wrap around tube cloth)	2 pcs

### B.2 Clothing Kit

Composition	QTY
Bath Towel	5 pcs
Ladies' Panty	2 pcs
Men's Brief	2 pcs
Girl's Panty	3 pcs
Boy's Brief	3 pcs
Sando Bra (Adult)	2 pcs
Sando Bra (Child)	3 pcs
T-shirt (Adult)	4 pcs
T-shirt (Child)	6 pcs
Short Pants (Adult)	4 pcs
Short Pants (Child)	6 pcs
Slippers (Adult)	2 pcs
Slippers (Child)	3 pcs



### B.3 Kitchen Kit

COMPOSITION	QTY
Spoon	5 pcs
Fork	5 pcs
Drinking Glass	5 pcs
Plate	5 pcs
Frying Pan	1 pc
Cooking Pan	1 pc
Ladle	1 pc

### B.4 Shelter Kit

COMPOSITION	QTY
Tent Laminated Sack (8ft x 32ft)	1
Tent Pegs	4 pcs
Tent Ropes	6 pcs

### B.5 Hygiene Kit

HYGIENE KIT	QTY
Bucket, Pail	1 pc
Dipper	1 pc
Chamber Pot	1 pc
Toothbrush	5 pcs
Toothpaste	290 g
Shampoo	150 mL
Bath Soap	540 g
Sanitary Napkin	32 pcs
Comb	1 pc
Disposable Plastic Shaving Razor	1 pc
Nail Cutter	1 pc
Adult Diapers	2 pcs
Baby Diapers (medium size)	4 pcs
Baby Diapers (extra-large size)	4 pcs

## ANNEX B. FNI MARKING, LABELLING and PACKAGING

### A. Marking and Labelling for FFP Components

#### A.1 Nutrition Fact Declaration

Nutrition Facts	
Serving Size:	
No. of Servings per container/pack :	
Amount per serving:	% RENI*
Calories (kcal) _____ Calories from Fat	
Total Fat (g) _____	
Saturated Fat ** (g) _____	
Trans Fat (g) _____	
Cholesterol (mg) _____	
Sodium (mg) _____	
Total Carbohydrates (g) _____	
Dietary Fiber (g) _____	
Sugar (g) _____	
Total Protein _____	

\* Percent RENI values are based on FNRI reference adult requirement of 19-29 years old. However, if a product is specifically intended for a different age bracket group, percent RENI values are based on the appropriate FNRI reference requirement.

\*\*For coconut products, Medium Chain Triglycerides (MCTs) is predominant.

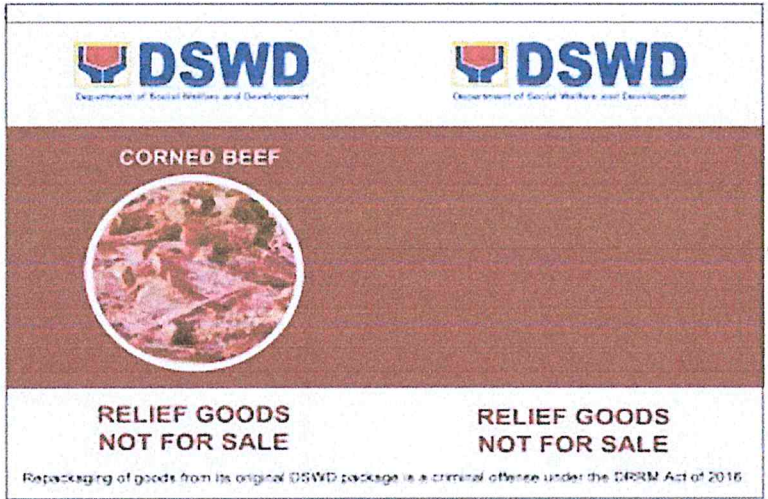
#### A.2 FFP Component Marking and Labelling

##### A.2.1 Canned Products

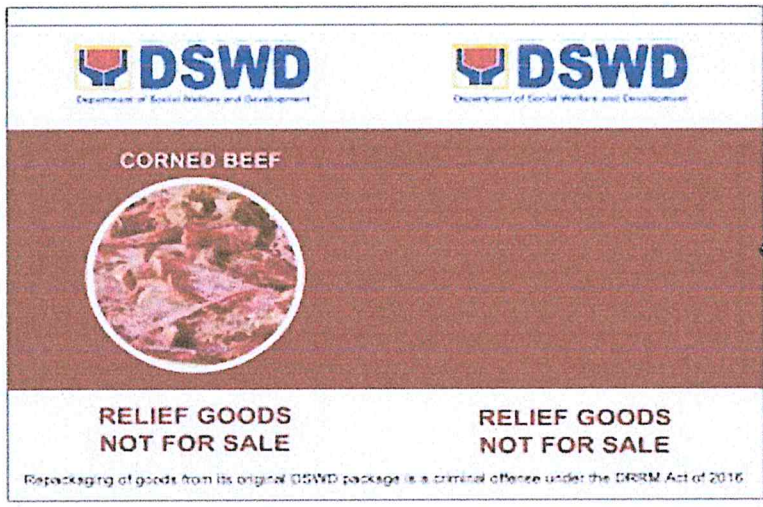


In this area, the manufacturer shall provide information about the product: Nutrient Fact Declaration, Halal Certification, Net Weight, Manufacturer, Date of Manufacturing, Expiration Date (which may also be reflected in the lid) and other relevant information.



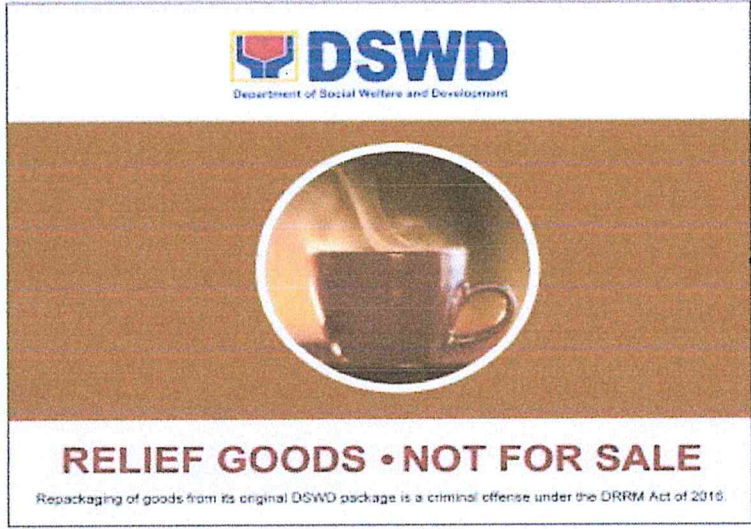


DSWD logo must comply with the DSWD Branding Guidelines.



A warning on tampering/ repackaging of goods is included in the label to educate the people that such acts are criminal offenses as stipulated under Republic Act No. 10121 also known as Philippine Disaster Risk Reduction Management Act of 2010.

**A.2.2 Products in Sachets**



This area is reserved for the manufacturer to provide information about the product such as:

- Nutrient Fact Declaration
- Halal Certification
- Net Weight, Manufacturer
- Date of Manufacturing
- Expiration Date and other relevant information.

**A.2.3 Packaging Materials**

**A.2.3.1 Regular Slotted Carton**

**Side A. Illustration**

The word "Relief Supplies" shall be replaced by "Family Food Pack", "Sleeping Kit", "Clothing Kit", "Kitchen Kit" or "Hygiene Kit" depending on the content of the box. Also, the "Contents" shall be replaced by the components of the kits inside the box.



**MARKING:**

Indicated the International symbols on proper handling

**WARNING:**

Selling, buying, repackaging and replacing the DSWD relief goods and its contents is a criminal offense under DRRM Act of 2010

**Side B. Illustration**



**RSC SIZE:**

HEIGHT: 130mm  
 LENGTH: 395 mm  
 WIDTH: 295 mm  
 (+/- 5%)

**PRINT COLOR:**

Red, Yellow and Blue



**Top View Illustration**



**RSC SIZE:**  
 HEIGHT: 130mm  
 LENGTH: 395 mm  
 WIDTH: 295 mm  
 (+/- 5%)


**PRINT COLOR:**  
 Red, Yellow and Blue

**International Packaging Symbols**

<b>**International Symbol on Proper Handling of Products</b>					
	Keep dry	3 cm x 3 cm		Protect from heat	3 cm x 3 cm
	Maximum stacking height	3 cm x 3 cm		Handle with care	3 cm x 3 cm
	This side up	3 cm x 3 cm		Food item	3 cm x 3 cm
	Recyclable	3 cm x 3 cm		Stacking pattern	5 cm x 5 cm
	Do not step	3 cm x 3 cm		Do not sit	3 cm x 3 cm
<b>HANDLE WITH CARE</b>		2 cm x 2cm per letter	<b>CASES / PALLET CASES / LAYER STACKING HEIGHT PALLET SIZE</b>		1 cm x 0.8 cm per letter

**A.2.3.2 Plastic Packaging**

**A. 2.3.2.1 Rice Packaging (Plastic Film) produced through Mechanized Production**

Illustration	Remarks
	<p><b>DSWD logo:</b> 2.5 inches</p> <p><b><u>Relief supplies</u></b>            Font style: Arial,            Font size: 23 pt (300 dpi),            font color: #ed1c24</p> <p><b><u>Not for sale</u></b>            Font style: Arial bold,            font size: 16.7 pt (300 dpi),            font color: #ed1c24</p> <p><b>Space in between prints:</b> 1.24"</p>

**A.2.3.2.2 Rice Packaging (Rice Bag and Vacuum Plastics) produced through Manual Production**

Illustration	Remarks
	<p><b><u>DSWD logo</u></b>            Size: 9x3 inches            Color: Red, Blue and Yellow</p> <p><b><u>Relief supplies</u></b>            Font style: Arial, Bold            Font size: 60            Font color: #ed1c24</p> <p><b><u>Not for sale</u></b>            Font style: Arial, Bold            Font size: 80            Font color: #ed1c24</p> <p><b><u>Warning</u></b>            Font style: Arial, Bold            Font size: 28            Font color: Dark Blue</p>

### A.2.3.2.3 Transparent Tapes

Illustration and Sizes	
	
<p><b>For 3" tape</b></p> <p><b>DSWD logo:</b> 3.75 inches</p> <p><b>Relief supplies</b>            Font style: Arial            Font size: 30 pt (300 dpi)            Font color: #ed1c24</p> <p><b>Not for sale:</b>            Font style: Arial bold            Font size: 21 pt (300 dpi)            Font color: #ed1c24</p> <p><b>Space in between prints:</b> 1.5"</p>	<p><b>For 2" tape</b></p> <p><b>DSWD logo:</b> 2.5 inches</p> <p><b>Relief supplies</b>            Font style: Arial            Font size: 23 pt (300 dpi)            Font color: #ed1c24</p> <p><b>Not for sale</b>            Font style: Arial bold,            font size: 16.7 pt (300 dpi),            font color: #ed1c24</p> <p><b>Space in between prints:</b> 1.24"</p>

### A.2.3.2.4 Packaging for the Components of Non-Food Item Kits



Every content of the DSWD Non-Food Item Kits should have the as reflected above either in the form of sticker or permanent markings, depending on the size of the item. The markings must be visible and readable.












C.1.4 Issuance Receipt (IR) – for release and delivery of donated items

 <b>ISSUANCE RECEIPT</b>							
DATE:							
RECIPIENT:							
ADDRESS:							
IF NO:							
MODE OF TRANSPORTATION:	DSWD-Owned:	Government Asset					
	Service Provider:	Partner:					
<b>ISSUED</b>							
QTY	UNIT	ITEMS DESCRIPTION	DONOR	QTY	UNIT	ITEM(S)	REMARKS

PURPOSE:	
----------	--

	ISSUANCE APPROVED BY:	RELEASED BY:	TRANSPORTED BY:	RECEIVED BY:
SIGNATURE				
NAME				
POSITION	REGIONAL DIRECTOR	TRANSPORT OFFICER		
OFFICE/UNIT/SECTION	FIELD OFFICE _____	FO, RRLMS		
DATE SIGNED				

NAME OF CONTACT PERSON:	
CONTACT NUMBER:	
REMARKS:	

**C.2 For FNI Monitoring and Reporting**

**C.2.1. Report on Physical Count of Inventory**

**REPORT ON THE PHYSICAL COUNT OF INVENTORIES**

\_\_\_\_\_  
(Type of Inventory Item)

As at \_\_\_\_\_

Fund Cluster : \_\_\_\_\_

For which (Name of Accountable Officer) , (Official Designation) , (Entity Name) is accountable, having assumed such accountability on (Date of Assumption)

Article	Description	Stock Number	Unit of Measure	Unit Value	Balance Per Card	On Hand Per Count	Shortage/Overage		Remarks
					(Quantity)	(Quantity)	Quantity	Value	
Certified Correct by:			Approved by:			Verified by:			
_____ Signature over Printed Name of Inventory Committee Chair and Members			_____ Signature over Printed Name of Head of Agency Entity or Authorized Representative			_____ Signature over Printed Name of COA Representative			





C.2.3 Weekly Status of Inventory

FIELD OFFICE											
As of		January 1, 2020		Time update: 12:00 PM							
ITEM DESCRIPTION	TOTAL BALANCE				Value		REMARKS				
	Procured	Donation	From NRLMB / VDRC / FOs	Total	UoM	Unit Cost (Average)	Total Cost	Expiration Date	Raw Mat Equivalent to FFPs	Condition	Location
<b>FOOD ITEMS</b>											
Family Food Packs											
Raw Materials											
NFA Rice											
<i>Cost for Raw Materials</i>											
Ready-to-Eat Food											
Infant Dry Cereal											
<i>Cost of Ready to Eat Food</i>											
Other Food Items											
<i>Cost of Other Food Items</i>											
<i>Total Cost of Food Items</i>											
<b>NON-FOODS ITEMS</b>											
Non-Food Relief items											
Family Kit											
Tent											
<i>Cost of Non-Food Relief Items</i>											
Other Non-Food Relief Items											
Collapsible Water Container											
<i>Cost of Other Non-Food Relief Items</i>											
Indirect Materials											
<i>Cost of Indirect Materials</i>											
Non-Relief Items											
<i>Cost of Non-Relief Items</i>											
<i>Total Cost for Non-Food Items</i>											
<i>Grand Total Cost</i>											

Name/Location of Warehouse	Quantity	OuM	Cost	Total Cost	Exp Date	Remarks
<b>FIELD OFFICE</b>						
<i>Field Office Warehouse</i>						
Warehouse 1 Address						
<i>Subtotal</i>		0		-		
<b>FFP's Strategically located at LGUs and SWAD</b>						
Warehouse 2 Address						
<i>Subtotal</i>		0		-		
<b>Augmentation from NRLMB:</b>						
<i>Regional Warehouse</i>						
<i>Augmentation Subtotal</i>		0	0	-		
<b>Total Family Food Packs</b>		0		-		



**ANNEX D. Support Documents for the Request of Standby Funds Replenishment**

D.1 Request for Replenishment of Standby Funds



FOR : **Head of Bureau**  
**Position**  
 Disaster Response Management Bureau

FROM : **THE REGIONAL DIRECTOR**  
 Field Office \_\_\_\_\_

SUBJECT : **REQUEST FOR THE REPLENISHMENT OF STANDBY FUNDS**

DATE : \_\_\_\_\_

We respectfully request for the replenishment of standby funds amounting to **amount in words (P Amount in numbers)**. This is intended for procurement of stockpiles for disaster augmentation with hereunder details:

Regional Office	Required Level of Standby Funds	Current Level	Date of Last Replenishment	Recommended Amount for Replenishment
Field Office _____	₱ 3,000,000.00	₱ _____	_____	₱ _____
<b>Total:</b>				₱ _____

Attached is the transmittal, level of standby funds and stockpile report for your information and reference.

For your consideration and approval

Thank you.

**NAME AND SIGNATURE OF RD**

## D.2. Liquidation Report on Standby Funds



FOR : **Head of Bureau**  
**Position**  
Disaster Response Management Bureau

**Head of Bureau**  
**Position**  
National Resource and Logistics Management Bureau

FROM : **THE REGIONAL DIRECTOR**  
Field Office \_\_\_\_\_

SUBJECT : **Monitoring of Standby Funds and Inventory of Stockpile of Relief Commodities for Disaster Augmentation Assistance as of \_\_\_\_\_**

---

We are respectfully submitting the weekly report on the above subject for your information and ready reference.

\_\_\_\_\_  
**NAME AND SIGNATURE OF RD**