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DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
IBP ROAD, CONSTITUTION HILLS, Q.C.

MEMORANDUM CIRCULAR No. 03
Series of 2013

APR 5 2013 882

LEGAL SERVICE

SUBJECT: Disaster Response Operations Management Information Report

RECEIVED BY: fe

Getting timely, accurate and correct disaster situation report has been a continuing challenge in the Department. As disasters become more varied, frequent, and catastrophic, the need for timely and accurate disaster information is paramount for decision making, planning, budgeting and response.

The Disaster Response Operations Management Information Centre (DROMIC) is the unit responsible of collating, consolidating, analyzing, and reporting of information on disaster or humanitarian crisis situation. Their reports are used as basis for declaration of state of calamities, mobilization of resources, and in crafting national disaster response policies. However, their outputs called DROMIC Reports rely heavily on the quality of reports coming from different Field Offices.

While we recognized the best efforts exerted to generate reports at times under difficult circumstances, we still see the need to improve further system and structure of disaster information management. Data basing, analysis, and report writing are skills set or competencies required to generate quality DROMIC reports. These competencies are built organically in the Planning Units.

As part of the organizational streamlining of tasks and functions vis-à-vis existing competencies, it is hereby directed that analysis and writing of DROMIC reports shall now be assigned to the respective planning units of the Field Offices. The CIU staff and other disaster focal person shall be responsible for disaster response and other disaster risk reduction management activities.


The Planning Unit shall proactively gather from the different cluster focal persons data needed for the DROMIC report. Appropriate productivity tools especially MS ACCESS shall be utilized in the establishment of data base.

The DRRROO and ICTMS shall provide technical assistance to the Field Offices in setting up the data base and conduct of hands on training in the use of the productivity tools.

This Circular shall take effect immediately. Issued this 5th day to April 2013. Quezon City


CORAZON JULIANO SOLIMAN
Secretary

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