



Republic of the Philippines
Department of Social Welfare and Development

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SUBJECT: **Guidelines for the Implementation of the Team Balikatan
Rescue in Emergencies (TeamBRE) Project**

I. RATIONALE:

The Philippines, which is located along the Pacific typhoon belt where some of the most powerful tropical cyclones form and pass through, is visited by an average of 19 to 20 tropical cyclones every year.¹

Typhoons and storms, which make up 58 percent of all disasters in the country, related flooding (25 percent) and landslides (six percent) pose the greatest threats to the country. Storms surpass all other disasters in terms of number of fatalities, people affected and economic damage. Though less regular than hydro meteorological disasters, earthquakes (five percent), volcanic eruptions (five percent) and drought (one percent) can also have devastating effects. Cumulatively, these disasters cause an average of over 1,000 deaths per year.

The Philippine Government, International Government Organizations (INGOs) and local Non-Governmental Organizations (NGOs) are all making attempts to address climate change and disasters at various levels. However, many of the resources put aside for this purpose are re-directed to emergency response when disasters strike, such as Typhoon Yolanda (known as Haiyan internationally) in Nov. 2013, and the flash floods caused by Typhoon Sendong (Washi internationally) in Mindanao in Dec. 2011.²

Anchored on RA 10121, otherwise known as the National Disaster Risk Reduction Management Law of 2010, under the cluster approach, the Department takes the lead on Food and Non Food, Camp Coordination and Camp Management and Internally Displaced Persons' Protection Committees. Individuals and families affected by disaster shall be provided maximum care, assistance and services to individuals and families affected by disaster, implement emergency rehabilitation projects

¹ Philippine Atmospheric, Geophysical and Astronomical Services Administration's (PAGASA) data over the past 65 years

² www.giveasia.org

to lessen the impact of disaster, and facilitate resumption of normal social and economic activities³.

Further, in the 2011 DSWD report, it indicated a total of 610, 273 families affected by disaster who were provided services. The data included fisherfolk who were noted to be the most affected in terms of income source and risks of lives. In the same year, President Benigno Simeon Aquino, III during a press conference at the National Disaster Risk Reduction Management Council (NDRRMC) instructed its members to provide appropriate interventions to fisherfolk whose lives depend on their fishing activities most especially during lean or typhoon months. This is because of reported deaths among fishermen who went fishing during typhoon months to support the needs of their family members.

Given the above situation, there is a need for a project that will strengthen the awareness of fisherfolk on the importance of preparedness, family's safety and things to do prior, during and after disaster, training on basic safety, preparedness and response to increase fisherfolk's resiliency and teaching the aspect of being safe as part of their daily lives. It is in this light that the TeamBRE project was developed to prevent fisherfolk from risking their lives for livelihood during lean or typhoon months.

TeamBRE Project opened the awareness of community folks on the importance of having an organized group like TeamBRE volunteers who complement the BDRRMC in their respective communities. TeamBRE volunteers were equipped with basic survival skills during emergencies which turned them from an ordinary fisherman to first responder in their respective communities during onset emergencies. TeamBRE volunteers were capacitated on responding to affected families e.g., fire, flood, drowning incidents etc. in order to prevent loss of lives during disaster or emergency situation. The project strengthened the "bayanihan" spirit of the TeamBRE volunteers thus encouraged more members to join them in their endeavor of helping their respective community while outside help from LGU, National and International NGOs is not yet available after the occurrence of an emergency.

A focused group discussion was conducted by Social Technology Bureau (STB) in June 2012 to representatives of 50 fisherfolk in the 2 barangays of Navotas City and 50 fisherfolk from Hinatuan, Surigao del Sur being disaster prone/affected areas from both natural and human induced disasters. Findings showed that both areas has low economic productivity as well as loss of lives during typhoon months among its fisherfolk.

³ RA 10121, National Disaster Risk Reduction Management Law of 2010, Section 2, letter p

In response to the instruction of the President and the needs of the sector, the Social Technology Bureau developed and pilot tested in CY 2012 to 2015 a model of intervention which addresses the needs of fisherfolk and their families especially during lean and typhoon months. Pilot testing in Regions V, VIII and CARAGA resulted to the following: 1.) project helped increase the resiliency of individuals, families and communities during emergency situation/ disaster months through the conduct of training on Community Action for Disaster Response (CADRE); 2.) Through the series of capability building activities, the fisherfolk and their families were provided information about climate change and environment conservation; 3.) TeamBRE volunteers served as Deputized Fish Warden and watchers on illegal fishing, cutting of mangroves, gold panning activities in coastal barangays; 4.) Incidents of casualty among fisherfolk was reduced. 5.) In partnership/collaboration with SLP, 150 fisherfolk were provided alternative source of livelihood. Some of these livelihood projects include putting up of sari-sari store, piggery, poultry/ goat raising, repair of fishing boat, fish vending, mangrove propagation, seaweeds production, backyard swine fattening among others.

This guideline is being issued to support the nationwide implementation of the TeamBRE project.

II. LEGAL BASES

❖ International Laws/Instruments

- **United Nations Guiding Principles on Internal Displacement, 1998**, "addresses the specific needs of internally displaced persons worldwide. **This issuance** identify the rights and guarantees relevant to the protection of Internally Displaced Persons (IDPs) in all phases of displacement, in line with international human rights and humanitarian law".
- **Sphere Standards, 2004**, The Sphere Project was initiated in 1997 by a group of NGOs and the Red Cross and Red Crescent Movement to develop a set of universal minimum standards in core areas of humanitarian response. The aim of the Handbook is to improve the quality of humanitarian response in situations of disaster and conflict, and to enhance the accountability of the humanitarian system to disaster-affected people. It provides minimum standards in the following sectors: water, sanitation and hygiene, food

security, nutrition, food aid, shelter and settlement, non-food items and health services.

❖ **National Laws:**

- **The 1987 Constitution of the Republic of the Philippine-** Section 1 Article XII states that the goals of the economy are a more equitable distribution of opportunities, income wealth and an expanding productivity as the key to raising the quality of life for all, especially the under-privileged.
- **RA 7160, “An Act Providing for a Local Government Code of 1991”.**

Article 3 Section 447 and 458 states that the Sangguniang Bayan and Panglungsod as a legislative body adopt measures to protect the inhabitants of the municipality/city from the harmful effects of man-made or natural disasters and calamities and provide relief services and assistance for victims during and in the aftermath of said disasters and calamities and their return to productive livelihood following said events while **Article 13 Section 483** of the same RA states that the SWD Officer shall be in the frontline of service delivery, particularly those which have to do with immediate relief during and assistance in the aftermath of man-made and natural disasters and calamities.

- **Republic Act 10121 An Act Strengthening The Philippine Disaster Risk Reduction And Management System, Providing For The National Disaster Risk Reduction And Management Framework And Institutionalizing The National Disaster Risk Reduction And Management Plan, Appropriating Funds Therefor And For Other Purposes.-** Section 2 letter (p)- Provide maximum care, assistance and services to individuals and families affected by disaster, implement emergency rehabilitation projects to lessen the impact of disaster, and facilitate resumption of normal social and economic activities.
- **Executive Order No. 221 Series of 2003 Amending Executive Order No. 15 Series of 1998, Entitled “Redirecting the Functions and Operations of the Department of Social Welfare and Development” -**

Consistent with the provisions of the Administrative Code of 1987 and Republic Act 7160 (Local Government Code), the DSWD is hereby mandated to provide assistance to local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people's organizations (POs) and members of civil society in effectively implementing programs, projects, and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life as well as implement statutory and specialized programs which are directly lodged with the Department and/or not yet devolved to LGUs.

❖ **DSWD POLICIES/ISSUANCES**

- **A.O. 15, Series of 2008, Guidelines for the Implementation of the Cash for Work Project-** the Department recognized the necessity to adopt the Cash for Work (CFW) project not only as alternative or subsequent strategy to Food for Work but as a developmental approach to welfare. The CFW gives flexibility to recipients of relief assistance to decide where to spend the cash assistance, beyond food, to meet their daily basic needs. It helps in pump-priming the economy in disaster affected areas.

III. OBJECTIVES:

General:

To develop pool of volunteers among fisherfolk to support community resiliency and provide alternative source of livelihood during lean or typhoon months.

Specific:

- a. To organize fisherfolk as Team Balikatan, Rescue in TeamBRE volunteers that will help mitigate the effects of disaster.
- b. To enhance the skills of fisherfolk on disaster preparedness and response towards becoming resilient on the effects of disaster.
- c. To provide needed support services to qualified TeamBRE volunteers and their Families.
- d. To enable fisherfolk to become contributing members of their community through various awareness raising and capability building activities;

- e. To establish partnership between City/Municipal/ Barangay Disaster Risk Reduction Management Council (BDRRMC) and the pool of volunteers in establishing safe, secured and protected individuals and families.
- f. To facilitate volunteer engagement in monitoring and implementation of the Local Fishery Ordinances.

IV. DESCRIPTION OF THE PROJECT:

The TeamBRE project represents a team of fisherfolk, organized and mobilized along the three phases of disaster- pre, during and post disaster for collaborated joint undertakings in rescue and evacuation of affected families in coastal barangays and disaster prone communities.

The City/Municipal Social Welfare (C/MSWDO) and City/Municipal Agricultural Office (C/MAO) shall organize the TeamBRE Volunteers through collaboration and partnership activities with concerned DSWD Field Office- Disaster Response Unit. The C/MSWDO will do initial assessment of prospective TeamBRE volunteers based on set criteria in the selection of volunteers. Qualified TeamBRE volunteer shall then be referred to the DSWD-FO DRU person for further assessment based on the eligibility requirements.

If found qualified to the project, prospective volunteers shall be included in the list as TeamBRE volunteers – beneficiaries and shall be entitled cash assistance on disaster volunteer work performed utilizing the CFW scheme.

Support services shall be provided to project beneficiaries to include but not limited to livelihood assistance to augment their financial resources during lean or typhoon months. Educational assistance for qualified in school children of TeamBRE volunteers shall likewise be provided. Subsidy on disaster volunteer work shall be provided to TeamBRE volunteers for a minimum of 6 months and maximum of 1 year depending on the extent of damages brought about by the devastation of typhoon in their affected community. Provision of other support services e.g. referral on medical and legal assistance may be provided as augmentation support from project partners and LGUs CTWG's existing programs and services.

If client is not qualified as member of TeamBRE volunteers based on assessment, referral to other services provided to disaster affected families by the Department and partner agencies may be applied.

V. TARGET BENEFICIARIES/AREA:

1. Target Beneficiaries :

1.1. Targeted beneficiaries

A minimum of twenty five (25) to a maximum of fifty (50) fisherfolk, who are classified as "poor" under the NHTSPR data and who are registered in their respective City/Municipality as per section 19 of RA 8550 known as Fishery Code of the Philippines 1998.

1.2. Target Area:

Residing in low lying, hazard -prone coastal areas and major rivers.

VI. Program Components:

To facilitate the implementation of this project, the following components are deemed necessary:

- A. **Social Preparation-** This involves series of consultation meetings with the Local Government Executives and key program partners namely the fisherfolk, NGOs or private groups and government agencies. It also involves organization of TeamBRE volunteers towards mobilization for a collaborated and joint undertakings along the three phases of disasters e.g. rescue and evacuation of affected families in coastal and disaster prone barangays. Teamwork and application of spirit of volunteerism which allows them to perform essential tasks more than what they can do from ordinary fishermen to first responders attaining valuable results in all aspect of disaster volunteer work should be discussed in details to prepare them in performing volunteer works.

- B. **Capability Building-** It involves orientation on the project and provision of appropriate training to TeamBRE volunteers and selected project partners to equip them on Family and Community Based Disaster Preparedness and Community Action for Disaster Response (CADRE) trainings to gain appropriate knowledge, attitude and skills as TeamBRE volunteers/ first responders before, during and after emergencies in their respective communities and widen their understanding in the project implementation.

C. Provision of Support Services- Shall be provided to TeamBRE volunteers-beneficiaries to help them cope on their economic conditions during lean or typhoon months as well as help mitigate the impact of a disaster. Support services include but not limited to the following:

C.1. Cash Assistance - CFW shall be provided to TeamBRE volunteers who will participate in various disaster related activities i.e., disaster preparedness, risks reduction projects, search, rescue, relief and rehabilitation activities and projects, etc.

C.2. Livelihood Assistance- Shall be provided to TeamBRE volunteers and their families based on set criteria, assessment of skills and needs by Disaster Response Unit (DRU) Focal and Sustainable Livelihood Program (SLP) focal person.

Alternative source of livelihood may include putting up of sari-sari store, engagement in piggery, poultry/ goat raising, repair of fishing boat, fish vending, mangrove propagation, seaweeds production, backyard swine fattening among others.

These are determined through the conduct of mapping of skills of each TeamBRE Volunteers and series of meetings of STB and STU focal with TeamBRE volunteers on the following: orientation on basic business management seminar which include preparation of project proposal including purchase of raw materials, operationalization of project, explanation of capital needed, expenses and acquiring profit per week, months and per year. STB focal should ensure that TeamBRE volunteer has experience on the chosen project and this is determined on how their project proposal were crafted and how they share the said experience.

Coordination with Regional SLP Coordinator/staff on sharing of good practices of beneficiaries under the SLP to be adopted by TeamBRE Volunteers whether individual or group projects.

C.3. Educational Assistance - Fund augmentation shall be provided to children of TeamBRE volunteers to support their educational needs i.e., school materials, payment of tuition fees and other miscellaneous expenses.

C.4. Food for Work (FFW) - Provision of family food pack to TeamBRE volunteers during disaster volunteer works depending on the number of days and type of activity conducted following the guidelines on FFW.

C.5. Skills Training- Enhancement of skills of TeamBRE volunteers and their qualified family members shall be conducted towards their engagement in an income generating project.

D. **Resource Mobilization** – This involves tapping and maximizing resources to support the delivery of services to target TeamBRE volunteers-beneficiaries.

E. **Advocacy Activities-** These involve planning and conduct of relevant advocacy activities to raise the awareness of the community about the project.

VII. IMPLEMENTATION PROCEDURES:

A. Eligibility Requirements as TeamBRE volunteers:

1. Responsible citizen, with good moral character and interest in performing volunteer work.
2. Should not be engaged in illegal fishing and other illegal activities relative to conservation of natural and aquatic resources as certified by Municipal Agricultural Office.
3. Registered fisherfolks at the Bureau of Fisheries and Aquatic Resources (BFAR)/City/ Municipal Agriculture Office (C/MAO) in their Municipality.
4. At least 18 to 58 years old, physically and mentally fit to perform volunteer work along the three phases of disasters.
5. Have basic skills on swimming, in responding to emergencies, basic survival skills, search and rescue operations.
6. Preferably has an experience in emergencies or disaster response e.g. first aid and basic life support (BLS) moving injured and casualties, best route to safety, shelter building, beddings, weather protection using natural materials and/or salvaged resources in the locality etc.

B. Identification of Target Area/TeamBRE Volunteers:

A Core Technical Working Group (CTWG) shall be established and will be composed of the following offices at the LGU:

1. City Social Welfare/Municipal Social Welfare or C/MSWDOs
2. City/Municipal Agriculture Office (C/MAO)
3. Municipal Health Office (MHO)
4. Municipal Disaster Risk Reduction and Management Council (MDRRMC)
5. Department of Education (DepEd)- Alternative Learning System (ALS)
6. Philippine National Police-(PNP)
7. Barangay Disaster Risk Reduction and Management Council (BDRRMC)
8. Representative from Non-Government Organizations (NGOs) and
9. Peoples Organization (PO) (who maybe an over-all leader of the fisherfolk in the target Municipality).

The CTWG is responsible in the selection and identification of target beneficiaries/area. The C/MSWDO shall be the Chair of the CTWG and Co-chaired by C/MAO. The following shall be performed by the CTWG:

1. Identification and Selection of Target Area:

- a. The CTWG shall conduct mapping of target areas/s within three (3) days.
- b. List of target area should be part of low- lying, hazard -prone coastal areas and major rivers.
- c. Report on the identified target area shall be prepared by CTWG members and submitted to DSWD FO for assessment.

2. Identification and Selection of Target TeamBRE Volunteers/ Beneficiaries

- a. Long list of TeamBRE volunteers shall come from NHTSPR data based;
- b. The DSWD –DRU Focal Person shall convene a meeting with the CTWG to deliberate the recommended list.
- c. The CTWG shall interview prospective TeamBRE volunteers, assess and validate data based on the set eligibility requirements, area visit and collateral interview.

- d. Prospective beneficiaries shall be deliberated by the representative of CTWG headed by the chair, BDRRMC Chairman/Barangay Captain or representative from C/MAO and DSWD-DRU Focal Person to come up with a certified list of beneficiaries who will become pool of TeamBRE volunteers.
- e. The Chair of the CTWG shall submit validated and signed list of TeamBRE volunteers to the DSWD FO focal person;
- f. The DSWD FO Focal will finalize the list of identified TeamBRE volunteers and shall endorse the final list to the MOH representative for issuance of Medical Certificate as fit to perform disaster volunteer work;
- g. MHO representative shall determine the fitness of TeamBRE Volunteers to perform disaster volunteer work by issuing duly signed medical certificate by MOH Medical Doctor.
- h. The certified list of TeamBRE volunteers shall be categorized and prioritized according to their skills and capacity to perform volunteer works along the 3 phases of disasters which shall include the following:
 - h.1. Mitigation of DRR Activities
 - h.2. Early Warning
 - h.3. Evacuation
 - h.4. Relief Operations
 - h.5. Clearing and Cleanliness campaign etc.

C. Social Preparation:

C.1. Meetings/Dialogues:

DSWD Field Office -DRU:

- The DSWD FO-DRU shall conduct initial meeting with the CTWG (C/MSWDO, C/MAO and Barangay Chairman of the identified barangay/s) regarding the implementation of the Project in their area;
- Set an orientation schedule, DSWD-STB focal to conduct orientation in a separate schedule the identified beneficiaries and project partners regarding the implementation of the project.

- Send a letter of invitation regarding project orientation to identified project partners in the regional level composed of relevant government agencies, Non- Government Organizations, Civil Society Organizations, private sector and donor agencies which will form part of the Inter-Agency Group (IAG) of the TeamBRE project

C.2. Disaster Response and Management Bureau (DReAMB)

- Coordinates with STB in the conduct of orientation on the project to identified beneficiaries and project partners based on the approved guidelines;
- Discuss the different forms needed in the implementation of the project (Annex A and B).
- Discuss the different activities of the project to both beneficiaries and project partners;
- Allocate funds for the adoption of TeamBRE project nationwide.

C.3 Forging of a Memorandum of Agreement (MOA)

The DSWD and Field Office shall forge a MOA with the regional partners and CTWG where functions and responsibilities of concerned parties are indicated including the allocation of funds. MOA signing can be done vis- a- vis it's project launching to officially start the project implementation.

D. Provision of Support Services:

1. **Cash Grant in disaster volunteer work-** It shall be provided to a minimum of six (6) months to a maximum of 1 year or depending on the extent of damages to fisher folks and or to the community. Payment of cash grant shall borne by DReAMB (75%) under the Quick Response Fund (QRF) and LGU (25%).

1.1. Purpose of Cash Grant:

The subsidy will be used as augmentation support for the daily subsistence needs of the TeamBRE volunteers and their families during lean or typhoon months.

The TeamBRE volunteer shall have access to other support services e.g. livelihood and educational assistance

to qualified member of their families. Medical, legal and other needs can be access thru referrals of C/MSWDO and DSWD- FO to appropriate government and non-government agencies.

1.2. Process of Payment and Releases of Cash Grant

TeamBRE volunteer shall receive 75% per day based on the prevailing daily minimum wage rate (PMDWR) in their locality. Subsidy shall be provided for a minimum of 6 months to maximum of 1 year on response and rehabilitation activities. Subsidy provision maybe extended depending on the situation of the area which prevents the fisherfolk from going to the sea for livelihood. To support the subsidy extension, an assessment report shall be prepared by the CTWG.

Payment of subsidy shall depend on the assessment of the DSWD FO-DRU and CTWG, TeamBRE Cluster Leaders and TeamBRE volunteer's compliance to the following requirements:

- 1.2.1 Weekly Report on disaster volunteer work conducted shall be submitted by the Cluster Leader of TeamBRE Volunteers (See Annex "A") on the form to be used) to the Barangay Council for verification which in turn submitted to C/MSWDO as reference in the payment of subsidy.
- 1.2.2. TeamBRE volunteers including the cluster leader may submit written explanation indicating the valid reason of his absences on disaster volunteer work activities. Valid reasons include the following: medical condition, sickness, death of a family member/relative, travel to the province due to an emergency etc.

2. Food for Work:

TeamBRE volunteers and their families shall be provided food packs in exchange for doing disaster volunteer works, depending on the number of days and type of activity conducted following the guidelines on FFW.

3. Skills Training:

Enhancement of skills of TeamBRE volunteers and their qualified family members shall be provided to equip them in their eventual engagement in an income generating project which will help augment their income. It shall be conducted by DSWD FO-DRU and partners based on identified needs.

E. Educational Assistance:

Qualified children of TeamBRE volunteers shall be provided educational assistance as augmentation support in the purchase of school materials, payment of tuition fees and other miscellaneous expenses following existing guidelines/policies of the Department.

F. Capability Building:

Conduct of capability building includes but not limited to the following:

- Orientation and Workshop of TeamBRE volunteers about the project and process of implementation.
- Project orientation of project partners and other stakeholders on implementation processes.
- CADRE for TeamBRE volunteers, Selected Barangay Officials and Project Partners in both LGUs and Regional Offices.
- Orientation on the different Social Protection Laws and services e.g. HIV-AIDS, Men Opposed to Violence, Child Trafficking among others to increase their awareness on existing community issues and likewise maximize their potential as TeamBRE volunteers and shall augment as additional manpower to the BDRRMC in their respective communities.

G. Resource Mobilization – This involves tapping and maximizing resources to support the delivery of services. This includes linkages with various individuals, groups and organizations towards achieving a common goal through sharing of resources and expertise. It shall include but not limited to the following:

- Mapping/Inventory of existing resources in the area or community to become prospective donors on the project e.g. business enterprises either single proprietorship, partnership or corporations; and
- Coordination meeting with identified donors/support agencies to finalize agreements and harmonize schedule of activities on resource mobilization activities.
- Implementers shall generate resources from concerned agencies and individuals in the provision of support to disaster affected families.

H. Advocacy Activities- this involves meeting and planning of relevant advocacy activities to raise the awareness of the community. It shall include but not limited to the following:

- Conduct of advocacy activities to encourage support from prospective resource agencies and individuals and to raise awareness of the community to respond/ support the project implementation.
- Development of Communication/Advocacy Plan to harmonize schedule of advocacy activities.

I. Monitoring and Evaluation

Monitoring shall be conducted by the DSWD FO level at the end of each phases of disaster in coordination with the LGU concerned. When all the phases of disaster were undertaken smoothly, evaluation or program review shall be conducted by the Disaster Response Assistance Management Bureau (DReAMB) to assess effectiveness of the services and as basis for program modification or enhancement .

- Monitoring shall be done on the following schedules:
 - Core Technical Working Group - Monthly
 - Field Office- Bimonthly
 - DReAMB- Quarterly through the review of regional reports and visits shall also be done by the DReAMB. Field monitoring visits shall be made on a monthly basis, while regional report shall be submitted by the DSWD Field Office on a monthly basis.

Project expansion shall be based on the result/ impact of the project to its target beneficiaries and willingness of the target LGU to implement.

J. Project Risk Management:

TeamBRE volunteer status shall take effect upon the following conditions:

- On the absence of TeamBRE volunteer without any approved permission by the TeamBRE Cluster Leader to make absences on disaster volunteer work, a written reason on his/her absence/s shall be submitted to the TeamBRE Cluster Leader noted by the Barangay Chairman. His absence is at least 30% of the total number of days on disaster volunteer work and activities conducted by the TeamBRE volunteers.
- Proven to be engaged on any illegal activities e.g. illegal fishing, abusive behavior etc. This may affect his family, community and the credibility of the TeamBRE volunteers.
- Validated and a written report signed by the TeamBRE volunteers' Cluster Leader and Barangay Council's representative and endorsed by the C/MSWDO indicating that he is incapacitated to perform disaster volunteer work due to physical condition or any relevant reason.

K. Registration of TeamBRE volunteers' Membership and Commitment

- TeamBRE volunteers shall be registered volunteers along the three phases of disasters in partnership with the BDRRMC. They shall be issued certification duly signed by the Municipal Mayor and Barangay Captain.
- DSWD FOs certified list of TeamBRE volunteers shall be issued I.Ds to ensure control and avoid falsification of TeamBRE volunteers' membership.
- In recognition of the TeamBRE volunteers' commitment, involvement and participation in along the three phases of disaster volunteer work in their respective communities, a certificate of recognition shall be awarded to the TeamBRE volunteers duly signed by the Municipal Mayor in the target Municipality and DSWD Regional Director.

VIII. INSTITUTIONAL ARRANGEMENTS:

Department of Social Welfare and Development

- **SOCIAL TECHNOLOGY BUREAU**

1. Provide Technical Assistance and act as resource person for trainings relative to the program even if it has been institutionalized or replicated.

- **Disaster Response Assistance Management Bureau (DReAMB)**

1. Conduct continuing monitoring and technical assistance for the program implementation in coordination with the Social Technology Bureau.
2. Establish a data base of TeamBRE volunteers in coordination with the Information Management Bureau (IMB).
3. Document program good practices.
4. In coordination with STB shall advocate for the expansion of the program to other areas based on need and provide augmentation support to the implementation.

- **CAPACITY BUILDING BUREAU**

1. Act as facilitator on capacity building activity for the implementers/focal persons of the project.

- **SOCIAL MARKETING SERVICE**

1. Assist the DReAMB in the advocacy of the project expansion and to encourage support for its implementation.

- **DSWD FIELD OFFICE- Disaster Response Unit (DRU)**

1. Work closely with DReAMB in the management and implementation of the program.
2. Assist in the training of implementers and volunteers.
3. Develop and maintain linkages with local officials, NGOs, GOs and other stakeholders relative to program implementation.
4. Assist in the evaluation and documentation of good practices of the project.
5. Assist the M/CSWDO, C/MAO and MHO in the identification and of fisher folks for possible inclusion as TeamBRE volunteers.

6. Assist the LGU in the identification/ assessment of target beneficiaries as TeamBRE volunteers that will help mitigate the effects of disaster.
 7. Manage the project implementation and allocate TARA funds for the provision of support services needed by the target clientele.
 8. Organize and convene the quarterly Inter -Agency Technical Working Group meetings venue for updates, discussion and sharing of relevant information that may help in the effective implementation of the project.
 9. Conduct advocacy activities to elicit support and awareness of the community to respond/support the project implementation
 10. Conduct regular monitoring on the project implementation.
 11. Submit quarterly report to the Office of the Secretary cc. DReAMB on program implementation.
 12. Document good practices of the project in terms of inter-agency support and collaboration, volunteer's capacity and impact of disaster volunteer work and their involvement on any relevant community activities.
 13. Support the project special event/activities and assist in the dissemination of information and development of educational and promotional materials.
- **PARTNER AGENCIES- OCD, BFAR, DOH, DENR, DILG, DepEd and COAST GUARD**
 1. Augmentation support on programs and services to fisherfolk affected by disasters in accordance with their mandate
 2. Provide skills training, livelihood, educational assistance and other support services to TeamBRE volunteers and their qualified children Based on their mandate.
 3. Attend Inter-Agency Meetings, advocacy, resource mobilization activities and monitoring and technical assistance organized by the DSWD Regional Offices.
 - **LOCAL GOVERNMENT UNIT THRU THE CITY/MUNICIPAL WELFARE AND DEVELOPMENT OFFICES (C/MSWDOs), MUNICIPAL/CITY AGRICULTURE OFFICE (C/MAO), MUNICIPAL HEALTH OFFICE, PNP, DepEd and MDRRMC as the Core Technical Working Group (CTWG)**
 1. Provide the DSWD-FOs the list of identified groups in coastal barangays and other disaster prone areas in the identified target municipalities.
 2. Assist the DSWD FOs in the assessment, identification and organization of fisherfolk as pool of volunteers along the three phases of disaster.

3. Act as representative to the Inter-Agency Technical Working Group at the Regional Level.
4. Attend regular meeting of the Inter-Agency Technical Working Group at the Regional level to provide update/feedback on actual involvement of TeamBRE volunteers along the 3 phases of disasters and each offices support to the project.
5. Shall conduct project monitoring on a monthly basis as representatives of the CTWG.
6. Allocate funds for the needed support services of the target clientele.
7. The LGU will cost share 25% on the prevailing daily minimum wage rate (PMDWR) in their locality in the provision of cash assistance on disaster volunteer work completed by TeamBRE volunteers. Members of the CTWG shall likewise cost share on services rendered by TeamBRE volunteers along the three (3) phases of disaster depending on their mandate.
8. Attend capacity building orientation/workshop/training to enhance their skills in the project implementation and increase their awareness on disaster management.
9. Monitor status of referred clients after engagement with the project.
10. Provide other support services to referred clients e.g., medical, transportation and legal assistance among others.
11. Shall coordinate the termination of membership of TeamBRE volunteers in coordination with the Barangay Council and the CTWG in the Municipality.
12. Motivate Cluster Leaders of the TeamBRE volunteers to have representation on the CTWG.

- **BARANGAY COUNCIL/BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL(BDRRMC)**

1. Work with TeamBRE volunteers in establishing safe, secured and protected individuals and families
2. Lead the TeamBRE volunteers on pre-disaster phase, along disaster preparedness and mitigation activities and post disaster phase on clearing and cleaning community facilities e.g. Community Center, Day Care Center, Multi-Purpose Hall etc.
3. Lead TeamBRE volunteers on hunger mitigation and activities and other productive endeavor e.g. fish net weaving, fish product preparation, handling, preservation and packaging.
4. Shall facilitate the registration of organized TeamBRE volunteers as additional manpower support during onset emergencies to the BDRRMC.
5. Recognize TeamBRE volunteers as member of the BDRRMC.

- **Roles and Responsibilities on Disaster Volunteer Work of TeamBRE Volunteers (3 Phases of Disasters)**

A. PRE-DISASTER PHASE - The TeamBRE Volunteers shall assist the LGU on the following activities:

1. Capacity Building activities preferably on preparedness, response and rehabilitation.
2. Provision of support services to disaster affected individuals, families and communities e.g. early warning, best route to identified evacuation centers/camp, etc.
3. Orient individuals, families and communities on basic emergency preparedness and response.
4. Generation of data for the DAFAC.

Preparedness:

1. Undertake preparedness measures to contribute in the resilience of individuals, families and communities by learning the basic skills e.g. preparation of family and community disaster preparedness and response plan; collective
2. Assist on disaster alert activities by providing a quick, organized response to disasters including early warning systems, plan evacuation routes and sites etc.
3. Serve as disaster patrols using tactical communications tools to reach out to families particularly in coastal communities to inform them on the preparation of plan on alternative measures needed to be done prior to the onset of emergencies.

Mitigation or Disaster Risk Reduction Activities:

1. River dredging and embankment, digging and dredging of canals and drainage and coastal clean-up, mangrove propagules ;
2. Tree and mangrove planting reforestation projects and other eco-management systems to lessen the effect of global warming, reforestation projects and other eco-management systems;
3. Assist in the Municipal fisherfolk's registration, serve as watchers of illegal activities such as fishing, cutting of mangroves, as well as regulated activities such as gold panning in coastal barangays.

B. DURING DISASTER:

1. Assist the LGU in disaggregating data affected by disaster by gender, age, place of origin and identity accompanying adult or guardian if the internally displaced are children, OP, PWD and other vulnerable groups. (DAFAC- Disaster Family Access Card should be used as basis in gathering information of disaster affected families.)
2. Assist LGU authorities, particularly the C/MSWDO in providing safety services to disadvantaged individuals/ families in high risks areas such as unaccompanied and separated children, disadvantaged women, older persons and persons with disabilities among others.
3. Shall assist in relief operations which includes bringing people to safe locations, provision of food and non- food item and other relief assistance schemes.
4. Shall assist in maintaining peace and order in both evacuation camp/centers and communities were IDPs are temporarily housed.
5. Shall be involved in rescuing disaster affected families during floodings, fire, earthquake and other incidents during onset emergencies;

C. POST DISASTER PHASE: (Rehabilitation Phase)

1. Shall be involved in augmenting support to C/MSWDO in the validation of qualified families as beneficiaries of core shelter program.
2. Clearing and cleaning community facilities e.g. community center, Day Care Center, Multi-Purpose Hall etc.
3. Shall be involved in the conduct of anti-hunger mitigation and food security projects such as communal gardening, food production and other forms of livelihood activities in the community.
4. Cleaning and greening campaign e.g. tree planting with the Barangay officials/leaders in the community.
5. Conduct of skills training activities to increase family income and enhance productivity in the community (e.g. fish net weaving, fish product, preparation, handling, preservation and packaging.) with the involvement of family members and relatives.
6. Shall continue capacitating individuals, families and communities on basic skills as basic responders during emergencies through the assistance of BDRRMC.

EFFECTIVITY

This Administrative Order shall take effect immediately. Issued in Quezon City, this 12th day of May 2016.


CORAZON JULIANO SOLIMAN
Secretary 

Certified Copy:

TPB/MBM/NGM
TeamBRE Guidelines
32916


EMYLOU P. MIRAVALLES
OIC-Chief, General Services Division

Republic of the Philippines
Department of Social Welfare and Development
Region _____

TeamBRE Volunteers Cash Assistance Voucher (TVCAV)

This is to certify that _____ from _____
is entitled to receive an amount of P _____ as cash grant/CFW for extending the
following disaster volunteer work in _____
Location of Volunteer Work

(type of project)

for _____ days from _____ to _____ with _____ individuals/families.
(Exact number and date of volunteer works was conducted and number of
individuals/families assisted.

Recommended by:

DSWD TeamBRE Focal Person

Approved by:

DSWD Regional Director

Attachment:

- Daily Attendance signed by TeamBRE Group/Cluster Leader and MSWDO
- Type of disaster volunteer work and number of families assisted
- TeamBRE Group Photo Documentation on volunteer work conducted.

Roles and Functions of TeamBRE Volunteers to their Families Prior to Augmentation Support:

A. TeamBRE Volunteers' Families :

A.1. Orient TeamBRE Volunteers' respective families on their roles and responsibilities and prepare them prior to their sudden and immediate deployment for disaster response.

A.2. Preparing for Families prior Onset Emergencies:

A.2.1. Secure your well-being and of the family, **first thing first**, Contact your local emergency or disaster management office like Fire Departments and Local Red Cross Society Offices. Find out the following:

- Disaster or emergency that usually happens in your community
- How would you be warned?
- How to prepare for each disaster

A.2.2. Talk and discuss strategies to your family

- Discuss the types of disaster that could occur, explain how to prepare and respond
- Discuss what to do if advised to evacuate
- Practice what you have discussed
- Show responsible family members how and when to shut up water, gas and electricity at main switches.

A.2.3. Plan how your family will stay in contact if separated by disaster

- Pick two meeting places, a location a safe distance from your home in case of fire and a place outside your neighborhood in case you can't return home.
- Choose an out-of-state friend as a "check-in contact" for everyone to call.

A.2.4 Post emergency telephone numbers by every phone- Cadre Workbook page 3-2 to 3-3

ANNEX “D”

**Monitoring Tool for Team Balikatan Rescue in Emergency
(TEAMBRE) Project**

OBJECTIVE:

General

To be able to lead and facilitate the implementation of the TeambRE Project in coordination with the LGU –CTWG, Regional Project and beneficiaries in the target Municipality.

Specifics:

1. To be able to facilitate and lead the over-all implementation of the project in partnership with the Local Government Units
2. To be able to provide technical assistance/coaching and mentoring for an improved delivery of services.
3. Identify gaps in the implementation of the project to serve as basis for policy/program enhancement.

Program Components	Target Indicators	Means of Verification	Target	Actual	Remarks
A. Preparatory Activities					
1. Orientation on the Project Concept	# of Beneficiaries oriented # of Project Partners Oriented	Feedback Report, Attendance Project Proposal Documentation			
2. Assessment, profiling and organization of identified TeambRE volunteers	# 100 % of clients with profile and organized as active TeambRE Volunteers	Profile and list of organized TeambRE Volunteers and list of organized Utilization Record			
3. Inter-Agency Group Meetings (IAG)	# Inter-Agency Meeting Conducted	Minutes of Meeting Feedback Report			
4. MOA Signing	# Copy of Clear Roles and Responsibilities of	Developed/Copy of MOA Minutes of Meeting			

Program Components	Target Indicators	Means of Verification	Target	Actual	Remarks
	Project partners # Schedule of Project Partners MOA Signing Agreements	conducted			
B. Capability Building					
1. Training of Beneficiaries	# of TeamBRE Volunteers capacitated disaster preparedness training # of client with improved skills as manifested in their behavior/decision making and personality i.e., assessment, documentation on volunteer work of MSWDO and DSWD FO focal person (attendance, leadership, teamwork)	Project Proposal, Documentation, Feedback Report, Attendance of participants			
2. Training of Implementers	# of project partners attended capability building trainings on disaster preparedness, response and rehabilitation # of partners shared acquired training skills to TeamBRE Volunteers.	Project Proposal Attendance Documentation			
3. Preparation of Monitoring Tool	#Monitoring Tool Developed	Copy of Monitoring Tool			
Develop Advocacy Plan	Advocacy Plan Developed	Copy of Advocacy Plan			
C. Preparatory Activities/actual volunteer work	# of TeamBRE volunteers who actively participates on disaster volunteer work of TeamBRE	Attendance, Recordings, Feedback Report, Photo Documentation other documents needed in conducting volunteer			

Program Components	Target Indicators	Means of Verification	Target	Actual	Remarks
	Volunteers benefited on the cash subsidy ___ of TeamBRE volunteer and family improve socio-economic status during lean or typhoon months	work			
D. Provision of Support Services					
1. Actual conduct of volunteer work, pre-during and after disaster	___ of TeamBRE volunteers participated on disaster preparedness activities ___ No. TeamBRE volunteers who participated on Volunteer work During Disaster Phase ___ No. of TeamBRE volunteers who participated on volunteer work on Early Recovery and Rehabilitation activities	Attendance, Recordings, Feedback Report, Photo Documentation other documents needed in conducting volunteer work			
2. Provision of Educational assistance to qualified TeamBRE Volunteers or family members	# of children provided educational assistance # of children with improved study habits/attendance in school	List of Children Provided Education Assistance either Cash Assistance or ALS			
3. Provision of Sustainable Livelihood to qualified TeamBRE or their family members	# of TeamBRE volunteers provided sustainable livelihood assistance # of TeamBRE volunteers' families provided sustainable livelihood # of beneficiaries improved socio-economic situation during lean of typhoon months and everyday	Project Proposal List of Beneficiaries Documentation on the type of project and effect to beneficiaries and families			

Program Components	Target Indicators	Means of Verification	Target	Actual	Remarks
	living.				
E. Advocacy and Resource Mobilization					
1. Inter-Agency linkages/advocacy meetings	# of Inter-Agency linkages and advocacy meetings conducted	Attendance Minutes of Meeting with Agreements			
2. Development of Advocacy materials		Copy of Advocacy Plan			
F. Monitoring and Evaluation					
1. Project Monitoring and TA	# of monitoring and technical assistance conducted/provided to Field Office and TeamBRE volunteers	Feedback Report With Issues and Concerns and Agreements			
2. PREW	Program Review and Evaluation Schedule	Project Proposal Documentation Attendance of participants			
G. Project Documents Development					
1. Program of Activities		# Copy of Program of Activities			
2. Documentations of Project Implementation					

A. Technical Assessment/Observations :

1. Issues/Concerns Faced by the TeamBRE Volunteers in relation to the project

Issues and Concerns	Recommendations
a. TeamBRE volunteers	
b. Family of TeamBRE volunteers	
c. Community (Families, Barangay Council Support etc.)	

2. Facilitating and hindering factors in the implementation of the project:

Areas of Concern	Facilitating	Hindering	Recommendations
1. Program Content			
2. Implementation Strategies			
3. Administrative Concerns:			

<ul style="list-style-type: none"> • Collaboration/networking with partner agencies/LGU • Fund Support 			
4. Others			

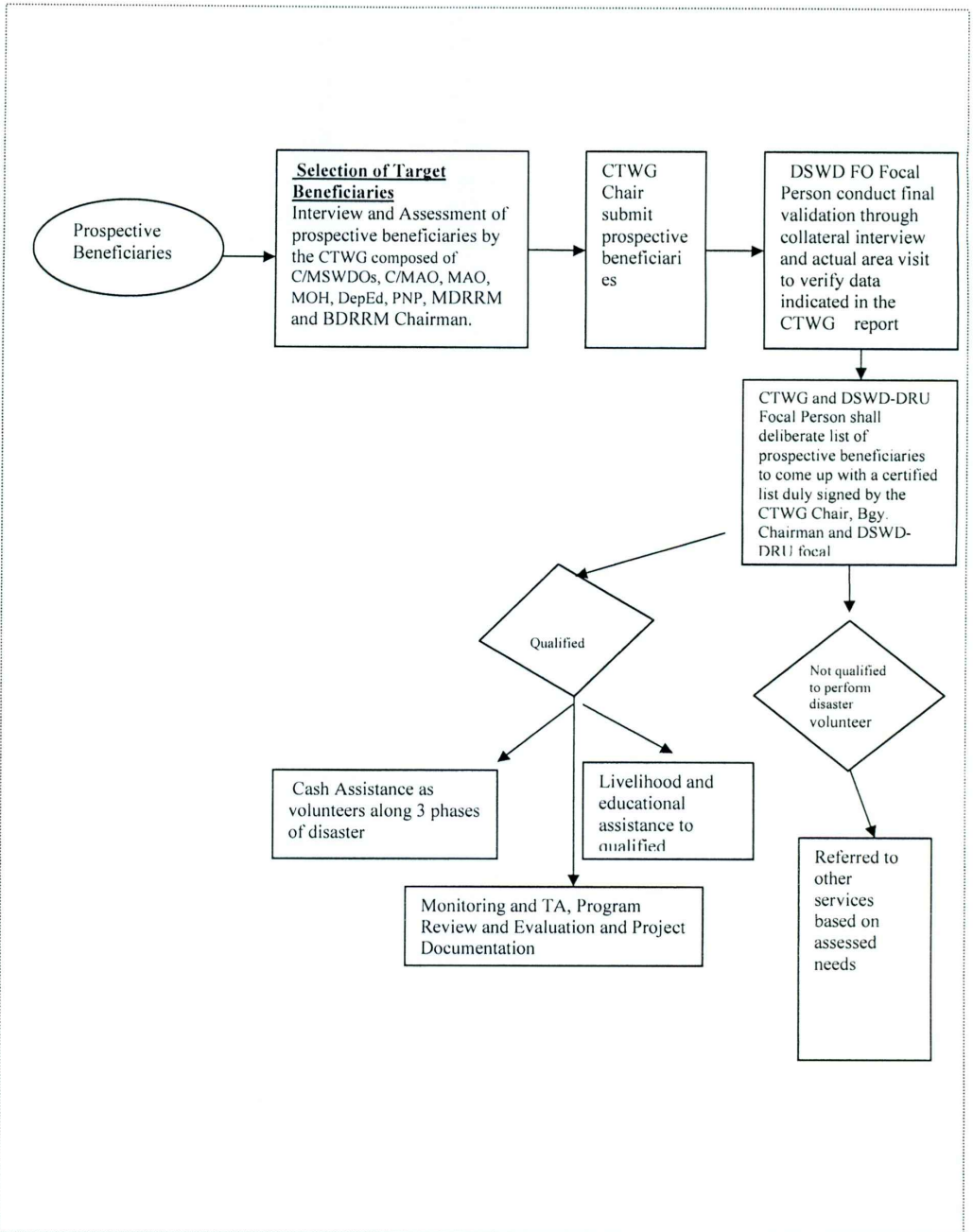
Prepared and Submitted by

DSWD FO Focal Person

NOTED BY:

DSWD FO Director

TPB//MBM/NGM Project Implementation Monitoring Tool



Annex "E"

Figure 1. Identification, Selection, Organization and Assistance Process Flow on the TeamBRE Project

The above illustration is defined hereunder:

1. The CTWG composed of C/MSWDO, C/MAO, MOH, PNP, DepED and MDRRM and BDRRMC Chairman shall conduct interview to prospective beneficiaries.
2. CMSWDO as the chairperson of CTWG shall submit assessment report to DSWD FO DRU with attached General Intake Sheet of prospective TeamBRE Volunteers and the submitted assessment report as his/her basis.
3. The DSWD-DRU focal person with C/MSWDO shall conduct final validation using the validation report and GIS submitted.
4. CTWG and DSWD-DRU focal person shall deliberate list of prospective beneficiaries to come up with a certified list duly signed by the CTWG Chair, Bgy. Chairman and DSWD-DRU focal
5. DSWD-DRU focal person shall determine who is qualified as TeamBRE volunteer and not qualified to perform disaster volunteer work
6. Qualified group of beneficiaries shall be organized as pool of TeamBRE volunteers;
7. Provision of services e.g. cash assistance for disaster volunteer work to TeamBRE and support services to qualified TeamBRE Volunteers and their family members;
8. Provision of support services to individuals who cannot perform volunteer work shall be referred to other services based on identified needs.
9. Documentation and regular monitoring and conduct of Program Review and Evaluation of the project.