

Memorandum Circular

No. 20

Series of 2019

Subject: DISASTER RESPONSE OPERATIONS MONITORING AND INFORMATION CENTER (DROMIC) REPORTING GUIDELINES

I. BACKGROUND / RATIONALE

As mandated in Republic Act 10121 of 2010, also known as the Philippine Disaster Risk Reduction and Management Act, the Department of Social Welfare and Development (DSWD) shall act as the Vice Chair for Disaster Response of the National Disaster Risk Reduction Management Council (NDRRMC). The Department as the vice-chair, shall lead the Response Cluster through the Cluster Approach, which was institutionalized to effectively lead the Philippine Government's Disaster Response Operations.

Assisting the DSWD in delivering Response Cluster Services are nine (9) government response agencies that lead the eleven (11) response clusters, namely: (1) Search, Rescue, and Retrieval (SRR); (2) Health; (3) Education; (4) Law and Order; (5) Philippine International Humanitarian Assistance (PIHA); (6) Emergency Telecommunications; (7) Logistics; (8) Camp Coordination and Camp Management (CCCM); (9) Food and Non-food Items (FNI); Internally Displaced Persons (IDP) Protection; and Management of the Dead and the Missing. DSWD as lead in the coordination, mobilization, and monitoring of all the disaster response operations efforts of these clusters, also lead the **CCCM, FNI and IDP Protection** Clusters.

Thus, the need to establish clear disaster data as basis for delivering psychosocial and protective services to disaster-affected and internally displaced persons & families especially the disadvantaged poor, women, children, elderly and persons with disability. It is in this light that the Department, through the Disaster Response Operations Monitoring and Information Center (DROMIC), aims to enhance and systematize its disaster monitoring and reporting system through this guideline.

The DROMIC of DSWD, since its establishment in 1994, has been monitoring and producing reports on disaster events, be it hydro meteorological, geological, or human-induced, such as armed conflicts and social disorganization. The information gathered throughout those years provided a wealth of information as to disaster response trends, community vulnerabilities, and local capacities.

However, to address the growing need for accurate and timely data as the primary reference of policy makers in the context of disaster response management, there is a need to ensure that DROMIC Reports are prepared correctly and efficiently.

To further ensure that reports are generated, prepared, and submitted with minimal corrections and data inconsistencies, there is a need to have clear DROMIC Reporting Guidelines for the Central Office and its Field Offices. Such guidelines would serve as a reference material to guide all employees on how to properly report disaster occurrences. The DROMIC Reporting Guidelines shall embody and explain comprehensively all parts of the DROMIC reporting requirements used in generating disaster reports; as well as enumerate basic protocols of disaster reporting.

After its twenty-four (24) years of existence, it is envisioned that DROMIC will be more innovative and responsive performing a transformative role that provides timely, strategic, flexible, well-targeted, and inclusive disaster response information management data sources on the ground. This is because an effective Disaster Response would not be feasible without timely and relevant information.

II. LEGAL BASES

A. National Policies

- a. **RA 10121 of 2010: Philippine Disaster Risk Reduction and Management (PDRRM), Act of 2010** – An Act Strengthening the PDRRM system, providing for the National Disaster Risk Reduction and Management (NDRRM) Framework, and institutionalizing the NDRRM Plan, appropriating funds therefore and for other purposes: The DSWD as the Vice Chair for Disaster Response.

RA 10121 is the legal basis for creating the National Disaster Risk Reduction and Management Council (NDRRMC). The NDRRMC operates on four thematic areas or pillars: (1) Prevention and Mitigation, (2) Preparedness, (3) Response, and (4) Recovery and Rehabilitation. DSWD is the designated Vice-Chair for Response. As lead of the Response Pillar, the DSWD ensures that the response of the Philippine Government to disasters is well-coordinated, follows established protocols, and is clearly communicated to the public.

- b. **Republic Act (RA) 7160: Local Government Code of 1991** – This Code establishes the system and defines powers of provincial, city, municipal, and barangay governments in the Philippines. It provides for a more responsive local government structure instituted through a system of decentralization whereby Local Government Units are delegated more powers, authority, responsibilities, and resources.
- c. **Republic Act No. 10173: Data Privacy Act of 2012** – The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in the government and private sectors are secured and protected.
- d. **Executive Order No. 221 of 2003 Amending EO No. 15, series of 1998: Redirecting the Functions and Operations of the Department of Social Welfare and Development** – mandates the DSWD to provide assistance to Local Government Units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people's organizations (POs) and other 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 that are directly lodged with the Department and/or not yet devolved to LGUs.
- e. **Republic Act No. 10821 or the "Children's Emergency Relief and Protection Act"** – An act mandating the provision of emergency relief and protection for children before, during, and after disasters and other emergency situations. It is hereby declared 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 mandates the establishment and implementation of comprehensive and strategic programs that will protect children and pregnant and lactating mothers against all forms of violence, cruelty, discrimination, neglect, abuse, exploitation and other acts prejudicial to their interest, survival, development and well-being.

B. NDRRMC Issuances

- a. **NDCC Circular No. 5, Series of 2007 and No. 04, Series of 2008 (as amended):** Institutionalized the Cluster Approach in the PDRRM Systems, Designated Cluster Leads and defined their Terms of Reference at the National, Regional, and Provincial Levels.
- b. **NDRRMC Memorandum Order No. 23, Series of 2014:** Orders the Implementation of the National Disaster Response Plan and directs NDRRMC member-agencies to implement identified preparedness activities towards the realization of an effective and responsive disaster and emergency response.

C. DSWD Issuances

- a. **Administrative Order No. 01, Series of 2018: Functional Structure of DSWD-Field Offices** – defines the functional and organizational structure of the Department's Central and Field Offices.
- b. **Administrative Order No. 02, s. 2018: Strengthening the DSWD Central Office** – Created the Disaster Response Management Group as a dedicated cluster, in-charge of disaster response activities.
- c. **Administrative Order No. 09, Series of 2017: DSWD Thrust and Priorities - Philippine Development Plan (AMBISYON 2040)**
- d. **Administrative Order No. 30, Series of 2004: Guidelines on the Management of the Disaster Response Operations Monitoring and information Center (DROMIC)** – Setting up guidelines on the management of DROMIC to ensure availability of an operational, accurate, adequate, and timely policies relative to emergency environment; and to set up a system to simplify emergency management operations for systematic, coordinated, and integrated participation of all work units of the CO and FOs, and reduce uncertainty in management decisions under disaster conditions.
- e. **Department Order No. 53, Series of 1994: Creation of DROMIC thru the "Operational Guidelines on the Implementation of the Disaster Response and Monitoring Capability Building (DRAMCB) Project"** – In 1994, DSWD conceptualized and implemented a 5-year program called DRAMCB. It was a pilot project of then Bureau of Emergency Assistance (BEA) in coordination with FOs IV, VII, and X (as pilot regions), LGUs, NGOs, and other GOs. It aimed to upgrade the monitoring and response capability of DSWD and the disaster responders to respond to disasters in the most effective and efficient manner and ensure its institutionalization at the national and local levels. DROMIC was one of the components of this project, with the aim of ensuring responsive data generation towards responsible decisions for timely and appropriate disaster response. This marked the beginning of *the* DROMIC.

III. SCOPE AND COVERAGE

This Memorandum Circular shall apply to all DSWD Central and Field Offices and attached agencies that are engaged in the management of disaster risk reduction and management (DRRM) data and information. These reporting guidelines shall be observed by all agencies engaged in data generation, preparation, validation and dissemination from the national,

regional, provincial, city/municipal levels, and other stakeholders on the DSWD-DRRM data and information management.

IV. OBJECTIVES

The overall objective of this guideline is to provide standard procedures in gathering data, submission and dissemination of disaster response operations monitoring reports, standardization of DROMIC Reporting Guidelines and harmonization of reporting protocols at the Field and Central Offices.

Specifically, it aims to:

- 1) Specify data required for DROMIC reports at the Central Office (CO) and Field Office (FO) levels;
- 2) Lay down protocols in data generation, validation, and information dissemination and publication; and
- 3) Ensure that technical assistance and capability building on disaster reporting are effectively cascaded from the CO, FOs, and LGUs.

V. DEFINITION OF TERMS

For clarity and common understanding on the terms that shall be used in this document, the following operational definitions shall be used:

A. **Alert Levels** - Based on the National Disaster Response Plan, Alert Levels are defined in three (3) step color code: WHITE, BLUE, and RED.

a.1. **WHITE**: Refers to regular or normal operations, monitoring and reporting.

a.2. **BLUE**: Pertains to a condition of stand-by readiness in preparation for a full-scale response operation. This is commonly done in situations of slow-onset disasters. In this condition, at least 50% of human and material resources are made available for duty or deployment. The detection, tracking, monitoring, and result of pre-disaster risk assessment triggers this status.

a.3. **RED**: Signifies the highest level of readiness in anticipation of an imminent emergency situation, or in response to a sudden onset of disaster. In this condition, all human and material resources are made available for duty and deployment. This may result to the activation of the Response Cluster and National Incident Management Team (NIMT) including the escalation of the highest level of response. As such, inter-cluster action planning is done during this status.

B. **Calamity** – generally used to refer to large-scale natural or human-induced disasters; an event resulting in great loss. The key **difference between calamity and disaster** would be their severity; **calamity** is considered to be more severe and destructive than **disaster**.

C. **Disaster** – an unexpected natural or human-induced catastrophe of substantial extent causing significant physical damage or destruction, loss of life or sometimes permanent change in the natural environment. It is *“a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences, disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property,*

destruction of assets, loss of services, social and economic disruption and environmental degradation" (RA 10121).

There are two major types of disasters: natural and human-induced.

a. **Natural disaster** – is a major adverse event resulting from natural processes of the earth; examples include floods, hurricanes, tornadoes, volcanic eruptions, earthquakes, tsunamis, and other geologic processes, tropical cyclones, landslides, pandemic, severe storms, wildfires, drought, extreme heat, pests / agricultural disease, thunderstorms and lightning. It has two types of occurrences: slow-onset and rapid-onset.

a.1. **Slow-onset** – occurrences that can be predicted in advance (such as tropical storms) and unfold over months or even years (such as drought).

a.2. **Rapid-onset** – occurrence that cannot be predicted far in advance, trigger rapid-onset disasters (earthquakes, cyclones and other windstorms, landslides and avalanches, wildfires, floods and volcanic eruptions are usually categorized as rapid-onset events. The warning time ranges from seconds or at best a few minutes in the case of earthquakes and many landslides, to several days in the case of most storms and floods. Some volcanic eruptions may be preceded by weeks or months of activity but predicting volcanoes' behavior remains very difficult. Concerned agencies may not have ample time to give warnings for catastrophic eruptions).

b. **Human-induced disaster** – the devastating effect of a human-made hazard, such as fire, terrorism, war, armed conflicts / social disorganization, industrial accidents, greenhouse effects, deforestation, that result in negative effects on people, property and/or the environment. It involves an element of human intent, negligence, or error; or a failure of a man-made system.

D. **Disaster Preparedness** – *the knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions. (Preparedness actions aim to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transitions from response to sustained recovery. Preparedness is based on a sound analysis of disaster risk and good linkages with early warning systems, and includes such activities as contingency planning, stockpiling of equipment and supplies, the development of arrangements for coordination, evacuation and public information, and associated training and field exercises. These must be supported by formal institutional, legal and budgetary capacities)* (RA 10121).

E. **Disaster Response** – any concerted effort by two or more agencies, public or private, to provide assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected and in the restoration of essential public activities and facilities. It entails *"the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called 'disaster relief'"* (RA 10121).

F. **Disaster Risk Reduction (DRR)** – the concept and practice of reducing disaster risks through systematic efforts to analyze and manage the causal factors of disasters, including through reduced exposures to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events (RA 10121).

G. **Early Recovery** – a multidimensional process of recovery that begins in a humanitarian setting. It is guided by development principles that seek to build on humanitarian programs and catalyze sustainable development opportunities (IRR of RA 10121).

- H. **GIDA** – or “Geographically Isolated and Disadvantaged Areas” refer to communities with marginalized population physically and socio-economically separated from the mainstream society and described to be: isolated due to distance, affected by extreme weather conditions and transportation difficulties island, upland, lowland, landlocked, hard to reach, unserved or underserved communities, with high poverty incidence, presence of vulnerable sector, or currently experiencing or recovering from a crisis situation.
- I. **Hazard** – a *dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood and services, social and economic disruption, or environmental damage* (RA 10121).
- J. **Overlapping Incidents** – situations wherein two types of disasters occur simultaneously within the same location. These are the common overlapping incidents.
- a. **Disaster Incidents of Similar Type / Nature** – pertains to a situation wherein two or more disaster incidents of similar type or nature (i.e. hydro-meteorological) have transpired within the same locality and within the same time.
 - b. **Disaster Incidents of Different Type / Nature** – pertains to a situation wherein two or more disaster incidents of varied type or nature (i.e. southwest monsoon and fire or earthquake) have transpired within the same period of the first event / incident, and in the same location.
- K. **Planned Events** – scheduled activities or celebrations that involve an influx of a large crowd or population.
- L. **Pre-emptive Evacuation** – an initiative to move families / persons to a safe place prior to the landfall of a typhoon, or in anticipation of a hazardous event.
- M. **Rehabilitation** – these are measures that ensure the ability of affected communities areas to restore their normal level of functioning by rebuilding livelihood and damaged infrastructures and increasing the communities’ organizational capacity.
- N. **Relief Operations** – the immediate provision of essential and appropriate humanitarian response to those affected by a disaster, based on rapid needs assessment. This consists of the delivery of specific quantity and quality of goods - either food or non-food items; or both - to a quantified group of beneficiaries, duly recorded and accounted for.
- O. **Risk Assessment** – a methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihood and the environment on which they depend. Risk assessments with associated risk mapping include: a review of the technical characteristics of hazards such as their location, intensity, frequency and probability; the analysis of exposure and vulnerability including the physical, social, health, economic and environmental dimensions; and the evaluation of the effectiveness of prevailing and alternative coping capacities in respect to likely risk scenarios.
- P. **Situation Overview.** A portion of the DROMIC report that gives a brief and concise information about the incoming disaster event and its possible effects that affected families have to be prepared for. This information is usually coming from official Warning Agencies (Phivolcs, PAGASA). As the report progresses, only the latest updated information about the disaster or event being monitored are noted, based on updates from Warning Agencies.
- Q. **Predictive Analytics for Humanitarian Response.** A machine learning tool that makes predictions on potential disaster events to prepare humanitarian response using mathematical theories, scientific processes, and spatial technologies based on current and historical data.

- R. **Status of Stockpiles and Standby Funds** is a part of the DROMIC Report that presents the DSWD CO and FO available standby funds and prepositioned resources, and the respective warehouses where the goods are prepositioned.
- S. **Status of Human Resource Capacities.** The part of the DROMIC Report that presents the number of Quick Response Teams (QRTs) in the Field and Central Offices who are on standby and available anytime for emergency response deployment.
- T. **Number of Affected Families/Persons.** This is a vital part of the DROMIC Report which refers to the number of affected families; persons for each barangay. It shall be encoded in a master excel to track the initial and upcoming updates noted in the cumulative and current columns. Data presented should be age and sex disaggregated.
- U. **Status of Displaced Families and Persons.** Another vital information in the DROMIC Report which refers to the number of displaced population staying inside the evacuation centers or outside the evacuation centers with their families, relatives, or friends. Data presented should be age and sex disaggregated.
- V. **Status of Stranded Passengers.** This data included only in the narrative portion of the DROMIC Report refers to the number of affected travelers in airports, sea ports or transport terminals as verified by the LGU or the Philippine Coast Guard. Data presented should be age and sex disaggregated.
- W. **Damaged Houses.** This important data in the DROMIC report which refers to the count of partially or totally damaged houses, is the basis in determining the beneficiaries for disaster relief assistance and early recovery and rehabilitation services.
- X. **Cost of Assistance.** This data included in the DROMIC Report indicate the cost of the various forms of assistance given by the Department to the affected population - either directly through its FOs or augmented by the latter based on the request of the LGUs. Other forms of assistance given by the concerned P/C/MLGUs and NGOs or CSOs are also reported.
- Y. **Actions Taken.** This refers to the preparatory and progress actions undertaken by the DRMB and the concerned FO are also documented and integrated in the DROMIC Report.
- Z. **Recommendations.** This is that part of the DROMIC Report where areas of concern with corresponding recommendations for the improvement of disaster response operations are translated in a narrative form.
- AA. **Photo-documentations.** These are pictures of the response actions undertaken by the FO in the provision of various forms of assistance to affected families and individuals. Such photos are included in the latter portion of the DROMIC Report.

VI. REPORTING PROTOCOLS AND PROCEDURES

A DROMIC Report is prepared for every natural or human-induced disaster incident affecting at least thirty (30) families and/or causing damages to more than ten (10) houses. A report will also have to be submitted for incidents that required the Field Office to provide disaster relief assistance to affected families even if family beneficiaries are less than thirty (30).

A. Types of DROMIC Reports

- a. **Preparedness for Response Report** – is a narrative report submitted when there is an impending hazard or a planned event to be monitored. Submission of Preparedness for Response Reports start when the Regional Disaster Risk Reduction and Management Council (RDRRMC) or the NDRRMC calls for a Pre-Disaster Risk Assessment (PDRA) meeting.

The FO Report shall highlight the preparedness of the Field Office and the Regional Response Cluster to respond to the impending hazard or a grand event being monitored.

The DROMIC CO Report shall be a consolidation of the preparedness reports of the affected Field Offices and shall also include the response capacity of the Central Office and of the National Level Response Clusters.

Both reports shall use the following format:

- I. Situation Overview
- II. Predictive Analytics for Humanitarian Response
- III. Status of Stockpiles and Standby Funds
- IV. Human Resource Capacities
- V. Actions taken by the Field Office and the Regional Response Cluster
- VI. Recommendations
- VII. Photo Documentations

Disaster Response and Rehabilitation Unit/Section of the Field Office shall prepare the Preparedness for Response Report for consolidation by the DRIMS and for onward submission to DRMB. (The report approved by the Regional Director may already be used during the Regional DRRMC meetings.)

The DRMB - Preparedness for Response Division shall consolidate the Preparedness for Response Reports of the FOs which shall be published and disseminated by DROMIC to NDRRMC and DSWD ManCom and Execom.

For reference, please see Annex "A".

b. Initial Report

An Initial Report is a narrative report submitted by the FOs within three (3) to six (6) hours after the onset of a disaster or a planned event. It must contain immediate feedback and estimate of affected population needing urgent response. Estimates shall be validated immediately by the FO in coordination with the LGUs.

The FO Initial Report shall have the following format:

- I. Situation Overview
- II. Number of Affected Families / Persons
- III. Status of Displaced Families / Persons inside and outside ECs indicating the pre-emptive evacuations
 - a. Inside Evacuation Centers (ECs)
 - Number of Evacuation Centers (Cum / Now)
 - Names of Evacuation Centers
 - Location and Address of Evacuation Centers
 - Status of Evacuation Centers (Existing, Newly Opened, Closed)
 - Number of Families / Person (Cum / Now) Inside ECs (with age and sex disaggregation)
 - Number Served Families / Person (Cum / Now) Inside ECs

- Place of Origin of IDPs
- Data on Pregnant and Lactating Mothers
- Persons with Disability (PWD) with age and sex disaggregation
- Solo Parents with age and sex disaggregation
- Indigenous Peoples (IPS) with age and sex disaggregation
- EC Facilities
- FNI & Other Services / Assistance Provided (count and cost)
- Camp Manager (Name and Contacts of Camp Manager)

b. Outside Evacuation Centers (ECs)

- Host (Province, Municipality, Barangay)
- Number of Displaced Persons / Families (Cum / Now)
- Place of Origin of IDPs
- Services Provided

IV. Status of Stranded Passengers

V. Damaged Houses

VI. Cost of Assistance

VII. Status of Stockpiles and Standby Funds

VIII. Recommendations

IX. Photo Documentations

FO DRIMS shall submit the Initial Report to the DROMIC for consolidation. The CO Report prepared by DROMIC shall have the same contents as that of the FO report plus the Predictive Analytics for Humanitarian Response. DROMIC shall then publish and disseminate the report to NDRRMC and DSWD ManCom and Execom.

For reference, please see Annex "B".

c. Progress Reports

Data presented in the Initial Report shall be validated and reflected in the Progress Reports. The concerned Field Office shall start submitting Progress Reports within 24 hours after the onset of a disaster. Succeeding reports shall be submitted based on the prescribed timelines.

The Progress Reports prepared by the FO and the DRMB-DROMIC shall have the following format:

At the top of the report shall read:

- Title of the Report / Incident being reported.
Note however, that when there is downgrading of a weather system from a tropical depression (TD) or tropical storm (TS) to low pressure area (LPA), highest scale of the weather system should be used as the title for reporting.
- Report Number
- Cut-off Date and Time of Reporting

I. Situation Overview

II. Status of Stockpiles and Standby Funds

III. Human Resource Capacities

IV. Number of Affected Families / Persons

V. Status of Displaced Families / Persons inside and outside ECs indicating the pre-emptive evacuations

VI. Status of Stranded Passengers

VII. Damaged Houses

VIII. Cost of Assistance

IX. Actions taken by the Field Office and the Regional Response Cluster such as but not limited to the following:

- Status of Women and Child Friendly Spaces
- Status of Stockpiles and Standby Funds
- Updated number of food and non-food items distributed to the affected families compared with the number of items delivered to and withdrawn from the DSWD warehouses

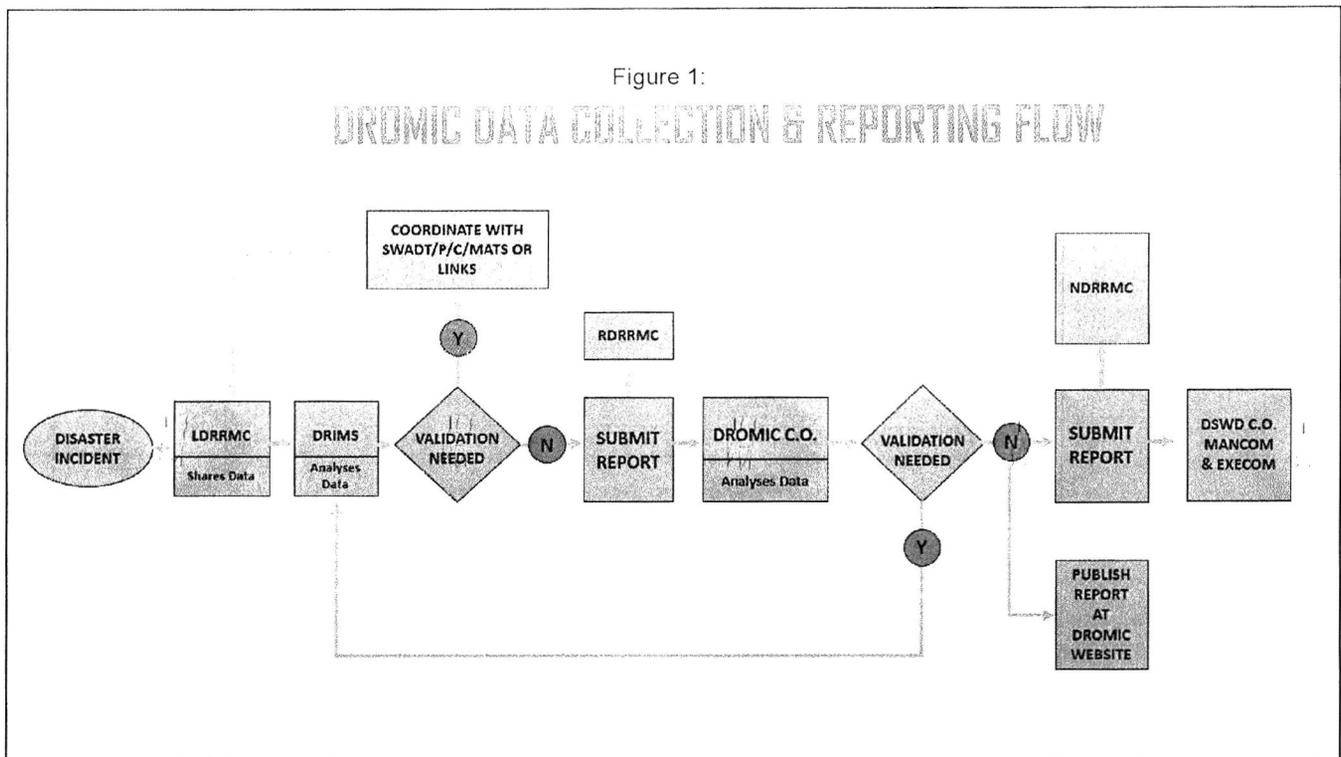
X. Recommendations

XI. Photo Documentations

Bottom part shall indicate:

- Releasing Officers (Prepared by, Noted by, Approved by)
- Contact Details of the person who prepared the report

Data Collection and Reporting Flow



Based on the figure above, the following data collection and reporting flow is prescribed:

1. Once a disaster incident occurs, (Field Office) DRMD obtains required data from the Local Disaster Risk Reduction and Management Council or the LDRRMC at the Provincial, City, Municipal, or Barangay level.
2. FO DRIMS reviews and analyzes data.
3. If validation is necessary, DRMD shall coordinate with the Social Welfare and Development Teams (SWADT)/Provincial/Municipal/City Links or Action Teams to validate the data. Provincial SWADT may request P/C/MATs or Links to coordinate with LDRRMC for data validation. Provincial SWADT then submits validated data to DRIMS.

Validation will be particularly necessary when:

- a. there are incomplete information on the number of affected families;
- b. the reported number of affected population is greater than the actual number of populace in the affected area/s, per official statistical references;
- c. when the number of displaced families / individuals (Inside ECs + Outside ECs) is greater than the total number of affected families / individuals;
- d. reported number of damaged houses is greater than the reported total number of affected families;
- e. When there is a decrease in the Cumulative number of affected families

When data on Affected Population is greater than the actual number of populace, DRIMS Focal, through the PCMATs / SWAD Team Leaders will assess and if necessary, conduct site visits to validate the data with the records of the Municipal Planning and Development Office (MPDO). If the data from the LGU is accurate, request the LGU to provide justification that the report is in order. If

and when the data from LGU is inaccurate, make the necessary correction and request for justification to support the changes in the report. Submit the corrected report with justification to DROMIC CO.

For instances when data on the Displaced Population or the number of displaced families/individuals (Inside ECs + Outside ECs) is greater than the number of affected families / individuals, or when reported number of damaged houses is greater than the reported affected families, DRIMS may coordinate with the SWADT for the following:

- Request the LGU to validate the noted increase in number;
- If the currently reported data is validated as accurate, request for justification from concerned LGU on the accuracy of their data;
- If the data is in fact, erroneous, request for the corrected figure from the LGU and send it to DROMIC CO along with the justification.

When there are remarkable changes in the data due to subsequent validation with the LGUs, such as decrease in the cumulative number of affected families or damaged houses, the corrected data shall be highlighted in yellow color and red fonts with a corresponding explanation.

4. When no report is received from the LGUs due to unavoidable circumstances, DRIMS shall submit report on estimated affected families / individuals based on all available data (Philippine Statistics Agency or National Household Targeting Office data). DRIMS shall incorporate the narrative of the FO's Disaster Response and Rehabilitation Unit/Section on the actions undertaken by the Regional Response Cluster and submits the report to DROMIC CO.
5. When the LGU submits only the number of affected family and no data on affected individuals, multiply the number by five (5), which is the standard average family members and indicate in the report that the data reflected is an estimated account of affected individuals. Corrected data shall be reflected in the succeeding progress reports upon validation with the LGU.
6. When the data no longer needs validation, DRIMS shall incorporate the narrative of the FO's Disaster Response and Rehabilitation Unit/Section on the actions undertaken by the Regional Response Cluster and shall submit the report to DROMIC CO furnishing the RDRRMC.
7. Upon receipt of the report from the DRIMS, DROMIC CO shall analyze the data to check on its completeness and correctness.
8. If data needs to be validated, DROMIC CO shall coordinate with the DRIMS to do the necessary correction or revalidation of data.
9. When the LGUs directly submit data to the DROMIC CO or the NDRRMC, DROMIC CO shall refer the report to the DRIMS for further validation before it is included in the consolidated or updated report.
10. When data from DRIMS no longer needs validation, DROMIC shall integrate the data collected to the consolidated report.
11. DRMB-Disaster Response and Management Division (particularly the staff on duty at the NDRRMC) shall consolidate and forward to DRMB-DROMIC the actions of the Response Clusters of the affected FOs for integration in the Progress Reports.

12. DROMIC shall then submit the consolidated report to the NDRRMC and the DSWD MANCOM AND EXECOM.

13. DROMIC shall also publish the final report to the DROMIC Website and other official social media accounts of the DSWD and DRMB.

All Progress Reports shall be supported with a master excel form containing numerical information updates on the affected population. (Blank Master Excel template may be downloaded from [https://tinyurl.com/dromicreport](#). Fill-out Instructions may also be found in the said link.) Starting from the second progress report, the FOs shall highlight the changes (using red fonts with yellow highlights). When there are no changes in data, only a narrative report stating that there are no changes in the data is required.

After submission of the initial report, progress reports shall be submitted based on the following timelines of reporting from the FOs to the DRMB and onwards to the DSWD MANCOM, EXECOM and the NDRRMC.

ALERT LEVELS	REPORTING TIMELINES		
	from SWADT/LCAT/PL/ML/CL to DSWD-FO (DRIMS)	from DSWD-FO (DRIMS) to DSWD-DRMB (DROMIC)	from DSWD-DRMB to DSWD MANCOM, EXECOM & and the RESPONSE CLUSTER / NDRRMC OPCEN
WHITE	2PM	4PM	6PM
BLUE	10AM & 10PM	12MN & 12NN	6AM & 6PM
RED	10AM & 10PM	12MN & 12NN	6AM & 6PM

* Reporting timelines may not be applicable for GIDA and special or planned events

After two months of continuous disaster operations, Progress Reports are submitted on a weekly basis until the operation are finally terminated. For reference, please see "Annex C".

d. Terminal Report

The relief operations shall be terminated once all Evacuation Centers have been reported closed or the LGU fully assumes delivery of response services and the relief operations is transitioning towards early recovery and rehabilitation. The DSWD Regional Director determines and communicates the termination of its relief operations.

Within a maximum of fourteen (14) working days upon termination of the relief operations of the DSWD, DRIMS shall submit a terminal report to DROMIC which contains a brief summary of the Field Office's disaster operations, validated final data, best practices, challenges, gaps and recommendations. The Terminal Report shall also contain a narrative about the efforts to transition to Early Rehabilitation and Recovery (ERR). A sample of this is shown in Annex D.

When no relief operation is conducted after preparedness measures have been reported, the DRIMS shall submit another report to serve as a **Terminal Report**, confirming that no significant disaster incidents were noted. Based on the results of the Post Disaster Needs Assessment (PDNA) report a terminal report shall be crafted using the templates which may be downloaded from <https://tinyurl.com/drmbtemplates>. The Terminal Report shall be the basis for the formulation of the Early Recovery and Rehabilitation plan (a copy of which shall also be submitted to DROMIC for reference).

e. Early Rehabilitation and Recovery

The focal person for Early Recovery and Rehabilitation shall prepare the ERR report for submission to DROMIC for onward publication. The ERR report shall provide updates on the concerted efforts of the community, the LGUs and the FOs in providing emergency shelter, cash for work, emergency cash transfers and other services that will allow the affected families to expeditiously rebuild better and increase community resilience.

D. How to report Extraordinary Incidents

1. ***Overlapping of similar incidents in the same area.*** This occurs when an area is affected by a similar incident when the FO or the LGU has not yet terminated the response operations for the previous incident. When this occurs:
 - a. FO shall validate if the same set of location and families are affected.
 - b. If the overlapping incident affects the same location and population, the FO shall terminate the first incident and submit an initial situational and succeeding progress reports for the latest occurring incident.
 - c. If the overlapping incident affects only a portion of the family affected by the previous incident, a separate set of DROMIC reports shall be submitted for the latest incident.
2. ***Incident within an Incident.*** This pertains to situations where one or more incidents occur as an effect of a current disaster such as but not limited to sinking of a ship due to an extreme weather disturbance.
 - a. A separate set of DROMIC reports shall be submitted for each incident indicating the primary cause (for example, the name of a typhoon which caused the sinking of a ship).
 - b. Number of affected families for the two disasters shall be presented separately.
4. ***Simultaneously-occurring incidents within the same area (example: armed conflict and typhoon)***
 - a. A separate set of DROMIC reports shall be submitted for each incident.
 - b. Number of affected families for the two disasters shall be presented separately.
5. ***Planned Events.*** These shall include holidays, such as All Soul's Day and Holy Week; Nationwide Rally, significant international or local occasions and other national declared events by the Executive Department requiring DROMIC reports:
 - a. Preparedness Report shall be submitted as required;
 - b. Progress reports indicating the results of the event monitoring shall be submitted as required. Any untoward incident shall be immediately reported as part of the progress report and;
 - c. Terminal report shall be submitted upon termination of the event monitoring.

VII. DATA SHARING AND DISSEMINATION

1. DROMIC Reports are produced and disseminated at the FO and CO level.
2. A DROMIC report vetted and approved by the FO for submission to DROMIC CO may already be used during the Regional DROMIC Meetings and other similar meetings.
3. DROMIC CO shall disseminate the report to the MANCOM and EXECOM Members, copy furnished NDRRMC, the DRMB Division Chiefs and DRMB official email. Same report shall also be published in the DROMIC Virtual OpCen or DROMIC website.

4. Only numerical and analysis / narrative reports based on the DROMIC reports may be shared.
5. Published data is non-editable.
6. Detailed personal information may not be shared.
7. Data / Information sharing must be compliant to RA No. 10173 (Data Privacy Act)
8. Requests for detailed information on service delivery, which may be required in compliance to government auditing rules and regulations shall be done through a written request addressed to the DSWD Legal Service copy furnished DRMB indicating the end users of the data.
9. Data may be shared in social media platforms e.g. websites, Facebook, Twitter, Instagram, Messenger, emails, SMS, only by authorized DROMIC personnel.

VIII. INSTITUTIONAL ARRANGEMENTS

A. DSWD – CENTRAL OFFICE

1. Disaster Response Management Bureau (DRMB)

- a. Repository of all disaster data / information at the DSWD-Central Office.
- b. Policy review and formulation on disaster data management.
- c. Leads in the gathering, curating, consolidation, analysis, presentation and dissemination of all disaster data / information relative to DSWD programs along Disaster Mitigation, Preparedness, Response, and Early Recovery & Rehabilitation.
- d. Harmonization of disaster data / information with the NDRRMC.
- e. Capacity building for the DSWD-FOs, NDRRMC and other partner stakeholders on disaster data management. Assist in the development of disaster data management system.
- f. Technical support to ICTMS in the review and development / updating of the disaster data management system
- g. Resource mobilization for disaster data management.
- h. Engagement with partners and stakeholders on disaster data management.
- i. Monitoring and evaluation of disaster data management.

2. National Resource and Logistics Management Bureau (NRLMB)

- a. Provide data on stockpiles
- b. Provide data on volunteer and resource mobilization for production, donation and logistics management.
- c. Provide data on donations received and distributed/utilized.

3. Social Marketing Service (SMS)

- a. Technical assistance to DRMB and DSWD-FOs on report development, IEC production, packaging, dissemination, media relations, advocacy campaigns, grievance and redress management, etc.

4. Information and Communications Technology Service (ICTMS)

- a. Provision of IT infrastructure.
- b. Development of Disaster Response Operations and Monitoring Information System to include applications for volunteer and augmentation workforce and production and logistics management.
- c. Policy review and formulation on disaster data management system (infra-related).
- d. Capacity building and technical assistance to DRMB and DSWD-FOs on the operation and of the disaster information management system.
- e. Harmonization of disaster data management system with the NDRRMC, thru DRMB – DROMIC.
- f. Partnership engagement with other stakeholders on the development of disaster data management system.

- g. Resource mobilization for the provision of IT equipment, capacity building and development on disaster management system.
5. ***Policy Development and Planning Bureau (PDPB)***
 - a. Disaster data analysis for inclusion in the formulation and updating of the Department's plans and policies.
 - b. Reportorial compliance on national and international commitments.
 - c. Technical assistance on policy review and formulation on disaster data management.
 - d. Technical support on the monitoring and evaluation on disaster data management.
 6. ***National Household Targeting System (NHTS) Office***
 - a. Data sharing on poor households for predictive analytics and planning.
 7. ***Other Offices (CIU, SLP, 4Ps, KALAHI-CIDDS, etc.)***
 - a. Report sharing and updating on services and interventions for disaster victims.
 - b. Technical assistance on policy review and formulation along disaster data management.

B. DSWD – FIELD OFFICE

1. ***Disaster Response Management Division (DRMD) – Disaster Response Information Management Section (DRIMS)***
 - a. Repository of all disaster data at the DSWD-FO level
 - b. Disaster data gathering and management, which include volunteer, donation, production, and logistics management
 - c. Disaster data system implementation
 - d. Policy review and inputs on disaster data management
 - e. Technical assistance to LGUs, RDRRMC and other stakeholders on disaster data management
 - f. Strategic implementation of existing convergence mechanisms on disaster data management thru the Quick Response Teams (QRTs), Social Welfare and Development (SWAD) Teams, Provincial / City / Municipal (P/C/M) Links, etc.
 - g. Assist in the review and development / updating of the disaster data management system
 - h. Technical assistance to ICTMS in the review and development / updating of the disaster data management system
 - i. Harmonization of disaster data management with LGUs, RDRRMCs and other stakeholders.
 - j. Coordinate with C/P/MAT Leaders to assist in producing photo-documentation reports
 - k. Development and dissemination of Information Education and Communication (IEC) materials
 - l. Monitor and evaluate disaster data management systems
 - m. Engage with Regional ICT management Unit/Section for the provision of Technical Assistance and Service Support on ICT Service Management.
2. ***SWADT/Provincial/City/Municipal Action Teams***
 - a. Coordinate with local DRRMOs to gather DROMIC data for submission to DRIMS.
3. ***Policy Development and Planning Division/Section***
 - a. Disaster data analysis for inclusion in the formulation and updating of the regional plans and policies.
 - b. Reportorial compliance on regional, national and international commitments.
 - c. Technical assistance on policy review and formulation on disaster data management.

d. Technical support on the monitoring and evaluation on disaster data management.

4. National Household Targeting Unit/Section

a. Data sharing on poor households for predictive analytics and planning.

5. Social Marketing Unit/Section

a. Technical assistance to DRIMS on report development, IEC production, packaging, dissemination, media relations, advocacy campaigns, grievance and redress management, etc.

b. For RIOs to produce timely documentation reports on the FO's disaster response operations, and/or designate focal person as photo-documenter in the FO's disaster response operations

6. Other Offices (PSD, CIU/S, SLP, 4Ps, KALAHI-CIDDS, etc.)

a. Report sharing and updating on services and interventions for disaster victims.

b. Technical assistance on policy review and formulation on disaster data management.

C. LOCAL GOVERNMENT UNITS

a. Develop a disaster data management system.

b. Assist in the profiling of families as preparedness strategy for response.

c. Adoption of the DROMIC reportorial requirements and forms, based on types of reports and on given timelines.

d. Preparation, submission and dissemination of disasters reports from the P/C/MSWDOs thru the P/C/MLDRRMCs based on given timelines.

e. Policy review and input on disaster data management.

f. Harmonization of disaster data management system at the local and regional levels.

IX. OTHER ARRANGEMENTS

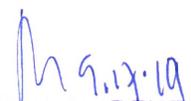
Upon enactment of effectivity of this MC, a Manual of Operations detailing the implementation of the provisions stipulated in this MC shall be created and published by the DROMIC CO. This shall serve as guidance for all those engaged in preparing DRRM reports at both the Central Office and Field Offices.

X. EFFECTIVITY

This order shall take effect immediately and shall continue to be effective unless rescinded. Previous issuances, office orders inconsistent herewith are hereby revoked and/or amended accordingly.

Issued this 16th day of SEPTEMBER 2019 in Quezon City, Philippines.

Certified True Copy:


MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division



ROLANDO JOSELITO D. BAUTISTA
Secretary
Department of Social Welfare and Development

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ANNEXES

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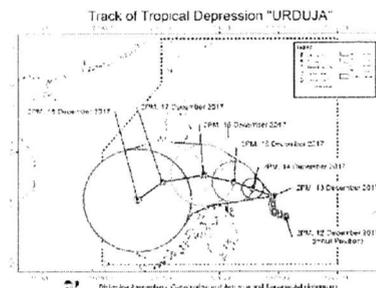


**DSWD FO VI Preparedness for Response Report #1
on Tropical Depression “URDUJA”
as of 13 December 2017, 8PM**

I. Situation Overview

Tropical Depression “URDUJA” has slightly changed its course as it continues to move closer to Sorsogon – Northern Samar area.

- Estimated rainfall amount is from moderate to heavy within the 350 km diameter of the Tropical Depression.
- Scattered to widespread rains is expected over Visayas and Bicol Region.
- Fishfolks and those with small seacrafts are advised not to venture out over the eastern seaboard of Bicol Region, of Eastern Visayas due to moderate to rough seas associated with the approaching Tropical Depression.



Location of eye/center:	At 4:00 PM today, the center of Tropical Depression "URDUJA" was estimated based on all available data at 395 km East of Guiuan, Eastern Samar (11.2 °N, 129.3 °E)
Strength:	Maximum sustained winds of 55 kph near the center and gustiness of up to 65 kph
Forecast Movement:	Forecast to move Northwest at 7 kph
Forecast Positions:	<ul style="list-style-type: none"> • 24 Hour (Tomorrow afternoon): 260 km East of Borongan City, Eastern Samar (11.7°N, 127.8°E) • 48 Hour (Friday afternoon): 175 km East of Catarman, Northern Samar (12.3°N, 126.2°E)

Source: DOST-PAGASA Daily Severe Weather Bulletin

II. Status of Prepositioned Resources: Stockpiles and Standby Funds

The DSWD FO VI has a total stockpiles and standby funds amounting to **₱762,350,330.75**, with breakdown as follows:

a. Stockpiles

A total of **19,630 Family Food Packs (FFPs)** (see Table 4) amounting to **₱7,047,170.00** and available **Food and Non-food Items (FNIs)** amounting to **₱2,151,997.45**.

b. Standby Funds

A total of **₱3,000,000.00** standby funds.

Table 3. Standby Funds and Stockpile

FIELD OFFICE	STANDBY FUNDS	STOCKPILE				Sub-Total (Food and FNIs)	TOTAL STANDBY FUNDS AND STOCKPILE
		Family Food Packs		Food	Non-Food		
		Quantity	Total Cost				
TOTAL	3,000,000.00	19,630	7,047,170.00	12,185,456.00	2,151,997.45	14,337,453.45	24,384,623.45
VI	3,000,000.00	19,630	7,047,170.00	12,185,456.00	2,151,997.45	14,337,453.45	24,384,623.45

* Quick Response Fund (QRF) as of 13 September 2017; Note: Ongoing repacking of FFPs in Regions with below 30,000 level of FFPs

Source: DSWD FO VI

Table 4. Prepositioned FFPs in Strategic Locations

REGION	LOCATION	NUMBER OF FFPs
GRAND TOTAL		19,630
FO VI	Juantong Warehouse, Bodega 8, Juantong Bldg., Rizal St., Iloilo City	17,411
	Prepositioned Relief Goods	2,219
	SWAD Antique	-
	SWAD Capiz	219
	SWAD Negros Occidental	2,000

Source: DSWD FO VI

III. Status of Quick Response Teams

The DSWD FO VI has 6 **QRTs** with 10 members per team ready and available for deployment to the affected municipalities anytime.

Prepared by:

Name _____
Designation _____

Noted by:

Name _____
Designation _____

Approved by:

Name _____
Designation _____

Annex B. Sample INITIAL REPORT from DROMIC FO



DSWD FO XII Initial Report on the Armed Conflict in Marawi City as of 24 May 2017, 6PM



Situation Overview

At around 1400H yesterday, 23 May 2017, a fire fight incident transpired between the Armed-forces of the Philippines (AFP) and members of the Maute Group and Bangsamoro Islamic Freedom Fighters (BIFF) who have pledged allegiance to the Islamic State of Iran and Syria (ISIS).

The incident has affected all residents of Barangays Sarimanok, Basak, Malutlot, Bangon, Tuca, Caloocan, Marinaut, and Makilala of Marawi City. Residents of the city were not allowed to go out from their respective houses for security reasons. Exchange of gunfire in Barangays Tuca, Caloocan, and northern Marinaut has not stopped and roads leading to the city are being blocked both by government forces and Maute militants.

Source: DSWD-FO XII

Status of Affected Families / Persons

2,389 families or 162,040 persons are affected in 6 barangays (see Table 1).

Table 1. Affected Families / Persons

REGION / PROVINCE / MUNICIPALITY	NUMBER OF AFFECTED		
	Barangays	Families	Persons
ARMM	8	2,389	11,460
Lanao del Sur	8	2,389	11,460
Marawi City	8	2,389	11,460

Source: DSWD-FO XII

Status of Displaced Families / Persons

- a. There are 336 Families or 1,511 Persons currently staying inside 4 evacuation centers (see Table 2).

Table 2. Displaced Families / Persons Inside Evacuation Centers

REGION / PROVINCE / MUNICIPALITY	NUMBER OF EVACUATION CENTERS (ECs)		NUMBER OF SERVED INSIDE ECs			
	CUM	NOW	Families		Persons	
			CUM	NOW	CUM	NOW
REGION X	4	4	336	336	1,511	1,511
Lanao del Norte	4	4	336	336	1,511	1,511
Iligan City	4	4	336	336	1,511	1,511

Source: DSWD-FO X

- b. 426 Families or 1,917 Persons are currently staying with their relatives and/or friends (see Table 3).

Table 3. Displaced Families Outside Evacuation Centers

REGION / PROVINCE / MUNICIPALITY	NUMBER OF SERVED OUTSIDE ECs			
	Families		Persons	
	CUM	NOW	CUM	NOW
REGION X	426	426	1,917	1,917
Lanao del Norte	426	426	1,917	1,917
Iligan City	426	426	1,917	1,917

Source: DSWD-FO X

Status of Stockpiles and Standby Funds

The DSWD FO XII has a total stockpiles and standby funds amounting to **₱762,350,330.75**, with breakdown as follows:

a. **Stockpiles**

A total of **19,630 Family Food Packs (FFPs)** (see Table 4) amounting to **₱7,047,170.00** and available **Food and Non-food Items (FNIs)** amounting to **₱2,151,997.45**.

b. **Standby Funds**

A total of **₱3,000,000.00** standby funds.

Table 4. Standby Funds and Stockpile

FIELD OFFICE	STANDBY FUNDS	STOCKPILE					TOTAL STANDBY FUNDS AND STOCKPILE
		Family Food Packs		Food	Non-Food	Sub-Total (Food and FNIs)	
		Quantity	Total Cost				
TOTAL	3,000,000.00	19,630	7,047,170.00	12,185,456.00	2,151,997.45	14,337,453.45	24,384,623.45
XII	3,000,000.00	19,630	7,047,170.00	12,185,456.00	2,151,997.45	14,337,453.45	24,384,623.45

* Quick Response Fund (QRF) as of 24 May 2017

Source: DSWD FO XII

Table 5. Available FFPs in Strategic Locations

REGION	LOCATION	NUMBER OF FFPs
GRAND TOTAL		19,630
FO XII	Cotabato City	19,630

Source: DSWD FO XII

Status of Quick Response Teams

The DSWD FO XII has 6 QRTs with 10 members per team ready and available for deployment to the affected municipalities anytime.

Prepared by:

Noted by:

Approved by:

Name

Name

Name

Designation

Designation

Designation

Annex C. Sample DROMIC PROGRESS REPORT from DROMIC FO



DSWD FO XII DROMIC Report #10
on the Effects of Typhoon Paolo
as of 27 October 2017, 6PM

Situation Overview

Typhoon Paolo (international name: Lan) has entered the Philippine Area of Responsibility (AOR) on 15 October 2017. It has affected weather systems in areas in Visayas and Mindanao bringing moderate to heavy rains resulting to flashfloods and landslides, and strong to gale force winds generating big waves. It has left Philippine AOR on 21 October 2017.

Source: DOST-PAGASA Daily Sever Weather Bulletin

Status of Affected Families / Persons

2,389 families or 162,040 persons are affected in 6 barangays (see Table 1).

Table 1. Affected Families / Persons

REGION / PROVINCE / MUNICIPALITY	NUMBER OF AFFECTED		
	Barangays	Families	Persons
REGION XII	6	2,389	11,460
Sultan Kudarat	6	2,389	11,460
Kalamansig	4	799	3,510
Lebak	2	1,590	7,950

Source: DSWD-FO XII

Status of Displaced Families / Persons

c. There are 232 Families or 1,037 Persons currently staying inside 6 evacuation centers (see Table 2).

Table 2. Displaced Families / Persons Inside Evacuation Centers

REGION / PROVINCE / MUNICIPALITY	NUMBER OF EVACUATION CENTERS (ECs)		NUMBER OF SERVED INSIDE ECs			
	CUM	NOW	Families		Persons	
			CUM	NOW	CUM	NOW
REGION XII	6	6	344	232	1,551	1,037
Sultan Kudarat	6	6	344	232	1,551	1,037
Kalamansig	4	4	336	224	1,511	997
Lebak	2	2	8	8	40	40

Source: DSWD-FO XII

d. 426 Families or 1,917 Persons are currently staying with their relatives and/or friends (see Table 3).

Table 3. Displaced Families Outside Evacuation Centers

REGION / PROVINCE / MUNICIPALITY	NUMBER OF SERVED OUTSIDE ECs			
	Families		Persons	
	CUM	NOW	CUM	NOW
REGION XII	426	426	1,917	1,917
Sultan Kudarat	426	426	1,917	1,917
Kalamansig	426	426	1,917	1,917

Source: DSWD-FO XII

Damaged Houses

There are 147 damaged houses; 221 of which are totally damaged and 74 are partially damaged (see Table 4).

Table 4. Damaged Houses

REGION / PROVINCE / MUNICIPALITY	NO. OF DAMAGED HOUSES		
	Total	Totally	Partially
REGION XII	221	74	147
Sultan Kudarat	221	74	147
Kalamansig	162	39	123
Lebak	59	35	24

Source: DSWD-FO XII

Cost of Assistance

A total of P1,803,520.00 worth of assistance was provided by the Department and the LGUs to the affected families (see Table 5).

Table 5. Cost of Assistance

REGION / PROVINCE / MUNICIPALITY	TOTAL COST OF ASSISTANCE (PHP)				
	DSWD	LGU	NGOs	OTHERS	GRAND TOTAL
REGION XII	1,000,000.00	803,520.00	-	-	1,803,520.00
Sultan Kudarat	-	803,520.00	-	-	803,520.00
Kalamansig	-	231,120.00	-	-	231,120.00

Status of Stockpiles and Standby Funds

- Stockpile

REGION	BEGINNING BALANCE	DISTRIBUTED	REMAINING BALANCE

- Standby Funds

(In narrative form, state the available standby funds in the region.)

IV. Donations Received

(Provide data on donations received intended for the affected families/persons of a particular disaster being reported, to include name of the donors and their donations, whether cash or in-kind.)

Actions Taken

V. DSWD-FO VI

Issues and Concerns	Response	Gaps
*IDP Protection		
*CCCM		
*FNI		

Photo-documentations

Damaged houses in Kalamansig and Lebak, Sultan Kudarat.



Source: DSWD-FO XII

Prepared by:

Noted by:

Approved by:

Name _____
Designation _____

Name _____
Designation _____

Name _____
Designation _____

Annex D. Sample DROMIC TERMINAL REPORT from DROMIC FO



DSWD FO CAR Terminal Report on Severe Tropical Storm "ODETTE" 26 October 2017, 6PM



This is the final report on the monitored Severe Tropical Storm "Odette" which developed from a Low Pressure Area (LPA) on 11 October 2017. It made its first landfall in Santa Ana, Cagayan. On 14 October 2017, it exited the Philippine Area of Responsibility (PAR).

SUMMARY

Typhoon Odette (international name: Lan) has developed from a LPA on 11 October 2017. It has affected weather systems in areas in Luzon bringing moderate to heavy rains resulting to flashfloods and landslides, and strong to gale force winds generating big waves. It has left Philippine AOR on 14 October 2017.

Source: *DOST-PAGASA Daily Severe Weather Bulletin*

1) Status of Affected Families / Persons

50 Families or 190 Persons are affected in **8 barangays** (see Table 1).

Table 1. Affected Families / Persons

REGION / PROVINCE / MUNICIPALITY	NUMBER OF AFFECTED		
	Barangays	Families	Persons
CAR	8	50	190
Apayao	7	49	181
Luna	2	8	36
Santa Marcela	5	41	145
Benguet	1	1	9
Itogon	1	1	9

Source: *DSWD-FO CAR*

2) Status of Displaced Families / Persons

a. All Families / Persons staying inside 2 evacuation centers in Region CAR have returned to their respective houses (see Table 2).

Table 2. Displaced Families / Persons Inside Evacuation Centers

REGION / PROVINCE / MUNICIPALITY	NUMBER OF EVACUATION CENTERS (ECs)		NUMBER OF SERVED INSIDE ECs			
	CUM	NOW	Families		Persons	
			CUM	NOW	CUM	NOW
CAR	2	-	29	-	109	-
Apayao	2	-	29	-	109	-
Luna	1	-	3	-	17	-
Santa Marcela	1	-	26	-	92	-

Source: *DSWD-FO CAR*

b. All Families / Persons that stayed with families/friends have returned to their respective houses (see Table 3).

Table 3. Displaced Families Outside Evacuation Centers

REGION / PROVINCE / MUNICIPALITY	NUMBER OF SERVED OUTSIDE ECs			
	Families		Persons	
	CUM	NOW	CUM	NOW
CAR	21	-	81	-
Apayao	20	-	72	-
Luna	5	-	19	-
Santa Marcela	15	-	53	-
Benguet	1	-	9	-
Itogon	1	-	9	-

Source: *DSWD-FO CAR*

Damaged Houses

There were two (2) totally damaged houses in Region CAR (see Table 4).

Table 4. Damaged Houses

REGION / PROVINCE / MUNICIPALITY	NO. OF DAMAGED HOUSES		
	Total	Totally	Partially
CAR	2	2	-
Apayao	1	1	-
Santa Marcela	1	1	-
Benguet	1	1	-
Itogon	1	1	-

Source: *DSWD-FO CAR*

Cost of Assistance

A total of **₱44,696.96** worth of assistance was provided by DSWD to the affected families (see Table 5).

Table 5. Cost of Assistance

REGION / PROVINCE / MUNICIPALITY	TOTAL COST OF ASSISTANCE (PHP)				GRAND TOTAL
	DSWD	LGU	NGOs	OTHERS	
CAR	44,696.96	-	-	-	44,696.96
Apayao	44,696.96	-	-	-	44,696.96
Luna	3,192.64	-	-	-	3,192.64
Santa Marcela	41,504.32	-	-	-	41,504.32

VI. Donations Received

(Provide data on donations received intended for the affected families/persons of a particular disaster being reported, to include name of the donors and their donations, whether cash or in-kind.)

Actions Taken

Issues and Concerns	Response	Gaps
*IDP Protection		
*CCCM		
*FNI		

Ways Forward and Recommendation

(To include additional actions that still need to be undertaken and provide recommendations, e.g., transition to early recovery and rehabilitation phase.)

Prepared by:

Name
Designation
Contact Detail:

Noted by:

Name
Designation

Approved by:

Name
Designation