



Memorandum Circular

No. 05
Series of 2024

SUBJECT : ENHANCED DISASTER RESPONSE OPERATIONS MANAGEMENT, INFORMATION AND COMMUNICATION (DROMIC) REPORTING GUIDELINES

I. RATIONALE

As mandated in Republic Act (RA) No. 10121, 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).

As part of the persistent efforts of the Government to conform to the emerging needs in terms of disaster response management, the NDRRMC Resolution No. 9, Series of 2021 expands the coverage of disaster response incorporating the elements of preparedness before the impact and early recovery efforts. With this, the DSWD as the vice-chair shall lead the NDRRMC Disaster Response and Early Recovery through the Cluster Approach, which was institutionalized to effectively lead the Philippine Government's Disaster Response Operations.

The Disaster Response Operations Monitoring and Information Center which is now renamed as the Disaster Response Operations Management, Information and Communication (DROMIC) Division pursuant to Administrative Order No. 17, Series of 2023, or the Guidelines on the Operation of the DSWD Disaster Response Command Center (DRCC), has been monitoring and producing reports on disaster events since its establishment in 1994, be it natural or human-induced, and serves as a repository of the Department's data in terms of disaster response. The information gathered throughout those years provided a wealth of information as to disaster response trends, community vulnerabilities, and local capacities, and aided in the facilitation of disaster response efforts of the NDRRMC.

In order to address the growing need for accurate and timely data as the primary reference of policymakers in the context of disaster response management, there is a need to ensure that DROMIC Reports are prepared correctly and efficiently. This aims to further guarantee that reports are generated, prepared, and submitted with minimal corrections and inconsistencies in terms of data.

In 2019, the Memorandum Circular No. 20, series of 2019, or the DROMIC Reporting Guidelines was approved and implemented, however, with the experiences from various disasters and the health emergency (i.e., COVID-19 Pandemic), it is essential to improve the system and further clarify the roles and responsibilities of concerned offices.

The DROMIC Reporting Guidelines shall embody and explain comprehensively all parts of the DROMIC reporting requirements used in generating disaster reports; as well as specify basic protocols of disaster reporting.

Since its establishment, it has been envisioned that DROMIC shall be more innovative and responsive in performing a transformative role that provides timely, strategic, flexible, well-targeted, and inclusive disaster response and early recovery information management data sources on the ground, hence, this guideline.

II. LEGAL BASES

A. National Policies

1. **RA No. 10821: 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.
2. **RA No. 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 RA No. 10121 is the legal basis for creating the NDRRMC. The NDRRMC operates on four thematic areas or pillars: (1) Prevention and Mitigation, (2) Preparedness, (3) Response and Early Recovery, and (4) Recovery and Rehabilitation. DSWD is the designated Vice-Chair for Disaster 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.

3. **Executive Order (EO) No. 221, Series of 2003: Amending EO No. 15, Series of 1998, or the Redirecting the Functions and Operations of the Department of Social Welfare and Development** – The EO 221, Series of 2003, 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 shall 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 DSWD and/or not yet devolved to LGUs.

4. **RA No. 7160: Local Government Code of 1991** – This Code establishes the system and defines the 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 LGUs are delegated more powers, authority, responsibilities, and resources.

B. NDRRMC Issuances

1. **NDRRMC Resolution No. 9, Series of 2021: Resolution Expanding the Coverage of Disaster Response and Early Recovery** – A resolution expanding the Disaster Response into Disaster Response and Early Recovery. As stated in the NDRRM Plan of 2020-2030, it provides key actions that give importance to activities during actual disaster response operations such as needs assessment, search and rescue, relief operations, and early recovery activities.
2. **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 toward the realization of an effective and responsive disaster and emergency response.
3. **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.
4. **DSWD-DILG-DOH-DepEd Joint Memorandum Circular No. 2, Series of 2021: Guidelines on Camp Coordination and Camp Management and Internally Displaced Persons Protection** – This guideline covers all activities before, during, and after the displacement of families affected by natural and human-induced hazards. It also highlights the general policies that sex and age-disaggregated data of Internally Displaced Persons (IDPs) shall be maintained. Documentation and profiling of the individuals and families such as the number of children, older persons, lactating and pregnant women, and persons with disabilities inside the evacuation centers (ECs) shall be followed at all stages of its operation. Standards for reporting and recording of IDPs shall be followed.

C. DSWD Issuances

1. **Memorandum Circular (MC) No. 04, series of 2021: Enhanced Guidelines on the Implementation of the Cash and Food-for-Work, Training and Caring (C/FF/W/T/C) for Disaster Risk Reduction and Management (DRRM)** - This

guideline intends to provide a policy direction in the implementation of C/FF/W/T/C as contributory service interventions for DRRM.

2. **MC No. 13, Series of 2021: Guidelines in the Implementation of Relief Aid thru Cash Voucher in Disasters and Emergencies (RACVoDE)** - This guideline intends to provide clear definition of the RACVoDE, its features, rate of assistance, and implementation process for guidance of DSWD Offices, Bureaus, Services, and Units. The RACVoDE is an adaptive strategy and modality that provides assistance to families and communities in the form of Cash Voucher with the power to purchase authorized items set and identified by the Department. This modality can be utilized as response and early recovery and rehabilitation assistance to disaster-affected families.
3. **MC No. 20, Series of 2019: Disaster Response Operations Monitoring and Information Center (DROMIC) Reporting Guidelines** – This guideline serves as reference material to guide all employees and partners on how to properly report disaster occurrences. The DROMIC Reporting Guidelines embodies and comprehensively explains all parts of the DROMIC reporting requirements used in generating disaster reports; as well as enumerate basic protocols of disaster reporting.
4. **MC No. 17, Series of 2019: Guidelines in the Implementation of the Emergency Cash Transfer (ECT) During Disasters** – This guideline defines the procedures in implementing ECT as a strategy in responding to varied relief and early recovery needs.
5. **Administrative Order (AO) No. 17, Series of 2023: Guidelines on the Operation of the DSWD Disaster Response Command Center (DRCC)** – This guideline provides the standard operating procedures and operationalizes the DSWD DRCC.
6. **AO No. 02, Series of 2021: Omnibus Guidelines on FNI and Logistics Management for Disaster Response Operations** – This guideline aims to ensure that management and mobilization of resources, food and non-food items and funds are done in an effective, efficient and coordinated manner.
7. **AO No. 02, Series of 2020: Enhanced Guidelines on the Deployment of the Quick Response Team** – This guideline provides guidance on the timely, efficient and appropriate resource augmentation and/or assistance to the affected DSWD Field Offices (FOs) and/or LGUs. It also emphasizes that the deployment and mobilization of Quick Response Team (QRT) Members during disasters / calamities is a "Jury Duty" considering the Department's mandate on disaster response and early recovery management.

8. **AO No. 1, Series of 2018: Functional Structure of DSWD Field Offices** - Highlights the functions of the Disaster Response Management Division (DRMD) particularly the Disaster Response Information Management Section (DRIMS), to maintain a database and to ensure operationalization of the DROMIC reporting system on important and critical information relative to disaster response, relief, and rehabilitation operations in coordination with the DRRMC.
9. **AO No. 02, Series of 2018: Strengthening the DSWD Central Office** – created the Disaster Response Management Group as a dedicated cluster, in charge of disaster response activities.
10. **AO No. 01, Series of 2018: Functional Structure of DSWD Field Offices** – defines the functional and organizational structure of the DSWD Central Office (CO) and FOs.
11. **AO 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 policy relative to the 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 DSWD CO and FOs, and reduce uncertainty in management decisions under disaster conditions.
12. **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 five-year program called DRAMCB. It was a pilot project of the 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 toward responsible decisions for timely and appropriate disaster response. This marked the beginning of the DROMIC.

III. SCOPE AND COVERAGE

This Circular shall apply to DSWD CO, FOs and its attached agencies that are engaged in the management of disaster risk reduction and management (DRRM) data and information. These reporting guidelines shall serve as the minimum standards to be observed by concerned 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 and early recovery operations monitoring reports, standardization of DROMIC Reporting Guidelines, and harmonization of reporting protocols at the CO and FOs.

Specifically, it aims to:

- A. Specify the data required for DROMIC reports at the DSWD CO, FOs, and LGU levels;
- B. Establish protocols and procedures in data generation, validation, and information dissemination, and publication; and
- C. Ensure adequate technical assistance and capability building on disaster reporting are effectively cascaded from the CO to FOs and LGUs.

V. DEFINITION OF TERMS

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

- A. **Camp Coordination and Camp Management (CCCM)** – refers to creating access and delivery of humanitarian services and protection, and ensuring the coordination and provision of assistance to IDPs during displacement.
- B. **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.

Meanwhile, disaster can also be categorized in terms of magnitude and likelihood.

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

1. **Natural Disaster** – is a major adverse event resulting from natural processes of the earth. (e.g., 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).

2. **Human-Induced Disaster** – is the devastating effect of a human-made hazard 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. (e.g., fire, terrorism, war, armed conflicts / social disorganization, industrial accidents, greenhouse effects, deforestation).

Aside from the classification of disasters based on the hazards (i.e., natural or human-induced) causing the disaster, they may also be classified based on the speed of onset that describes how quickly the peak of hazard occurs:

1. **Sudden Onset Disaster** – A sudden onset disaster is one triggered by a hazardous event that emerges quickly or unexpectedly (e.g., earthquake and local tsunami).
2. **Slow Onset Disaster** – A slow onset disaster is defined as one that emerges gradually over time (e.g., drought, weather disturbance, high-density population gatherings).

Subsequently, reported incidents shall be classified into categories depending on factors such as the number of affected areas, level of response actions required, and declarations of State of Calamity, among others. The categories and their definition are as follows:

1. **Small-Scale Disasters** – Disasters that have impacts limited to relatively small local areas.
 2. **Medium-Scale Disasters** – Emergencies that are smaller than national geographic scales. These are defined by a threshold of impacts causing emergency reactions from authorities from multiple administrative regional authorities – such as from multiple villages, districts, or provinces.
 3. **Large-Scale Disasters** – Disasters that require emergency response at a national or higher scale. Their impacts often cross administrative boundaries including international borders. These disasters have extensive and long-term effects on sustainable development.
- C. **Disaster Preparedness** – refers to 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.

- D. **Disaster Response** – refers to 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’.
- E. **Disaster Risk Reduction (DRR)** – is 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.
- F. **Early Recovery** – is the 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.
- G. **Emergency Operations Center (EOC)** – refers to the designated facility that is staffed to undertake multi-stakeholder coordination, manage information, and mobilize resources in anticipation of and/or to support incident operations.
- H. **Emerging and Re-emerging Infectious Diseases** – refers to diseases that (i) have not occurred in humans before; (ii) have occurred previously but affected only small numbers of people in isolated areas; (iii) have occurred throughout human history but have only recently been recognized as a distant disease due to an infectious agent; (iv) are caused by previously undetected or unknown infectious agents; (v) are due to mutant or resistant strains of a causative organism; or (vi) once were major health problems in the country, and then declined dramatically, but are again becoming health problems for a significant proportion of the population.
- I. **Extraordinary Incidents** – refers to incidents with unusual circumstances involved in the preparation of a DROMIC Report.
- J. **Geographic Information System (GIS)** – A database which contains, among others, geo-hazard assessments, information on climate change, and climate risk reduction and management.
- K. **Geographically Isolated and Disadvantaged Areas (GIDA)** – refers 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.
- L. **Hazard** – refers to 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.

- M. **Humanitarian Assistance and Disaster Response (HADR) Operations** - refers to the organized and coordinated efforts undertaken by governments, NGOs, international agencies, and other stakeholders to provide assistance and support to individuals and communities affected by disasters, crises, or emergencies.
- N. **Incident** – is an occurrence, caused by either human or natural phenomena, that requires immediate response actions to prevent or minimize loss of life, or damage to property and the environment.
- O. **Infographic** – A visual image with chart/diagram/graph/map used to represent information or data (Please see Annex K).
- P. **Pre-Disaster Risk Assessment (PDRA)** – is a process to evaluate a given hazard's characteristics and its possible impacts to the populace. It further determines the appropriate level of response and corresponding actions from concerned agencies, LGUs, and other stakeholders.
- Q. **Pre-emptive Evacuation** – refers to the initiative to move families/persons to a safe place prior to the landfall of a typhoon, or in anticipation of a hazardous event.
- R. **Rehabilitation** – refers to the measure that ensures the ability of affected communities and areas to restore their normal level of functioning by rebuilding livelihoods and damaged infrastructures and increasing the communities' organizational capacity.
- S. **Relief / Relief Operations** – refers to the provision of essential, appropriate and timely humanitarian assistance to those affected by a disaster, based on an initial rapid assessment of needs and designated to contribute effectively and speedily to their early recovery.
- T. **Risk Assessment** – is 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.
- U. **State of Calamity** – a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard.

VI. REPORTING PROTOCOLS AND PROCEDURES

A. TRIGGERS FOR REPORTING

A DROMIC Report shall be prepared for covariate shocks, specifically on natural or human-induced disaster incidents including planned / special events (as defined in Annex G. List of Hazards / Disasters / Planned Events) and under either of the following circumstances pursuant to the National Disaster Risk Reduction and Management Operations Center (NDRRMOC) Standard Operating Procedure Guidelines (SOPG):

1. Affecting at least fifty (50) families;
2. Report of at least ten (10) casualties (dead, injured, and missing)¹; or
3. Requiring or provided with relief augmentation.

B. TYPES OF DROMIC REPORTS

1. **Preparedness for Response Report** – refers to the narrative report submitted when there is an impending hazard or a planned event to be monitored stating and/or enumerating the disaster response readiness of the DSWD. Submission of Preparedness for Response Reports starts when the Regional Disaster Risk Reduction and Management Council (RDRRMC) or the NDRRMC calls for a PDRA meeting. Likewise, submission thereto may also be required through the issuance of a memorandum from the DSWD Disaster Response Management Group (DRMG) on Preparedness for Response Measures of the FOs (Please see Annex A).
 - a. The FO Report shall highlight the preparedness of the FO and the Regional Response Cluster to respond to the impending hazard or a planned event being monitored subject to the concurrence, vetting, and approval of the Regional Director (RD).
 - i. The Disaster Response and Rehabilitation Section (DRRS) and the Regional Resource Operations Section of the FO shall prepare the Preparedness for Response Report.
 - ii. The DRIMS shall consolidate the report for onward submission to the Disaster Response and Management Bureau (DRMB).
 - b. The DRMB Report shall be a consolidation of the Preparedness for Response Reports of the affected FOs and shall also include the response capacity of the DSWD CO and of the National Level Response Clusters.
 - i. The Preparedness for Response Division (PRD) shall consolidate the Preparedness for Response Report of the FOs for onward submission to DROMIC CO.

¹ Reporting shall be aligned with the components of a DROMIC Report as defined in Annex F and the List of Hazards / Disasters / Planned Events (See Annex G.)

- ii. The DROMIC CO shall then disseminate the said report, including the Predictive Analytics for Humanitarian Response (PAHR), to NDRRMC, DSWD Executive and Management Officials, and other concerned government agencies.

*Note: Preparedness for Response Reports are submitted in anticipation of and preparation for an impending hazard. It shall be accompanied with a **DROMIC Preparedness for Response Report Infographics** following the prescribed content template (See Annex J). In the event that the Region was not affected by the hazard, the FO must submit a Terminal Report upon the termination of the monitoring activities of the FO.*

2. **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 an estimate of the affected population needing urgent response based on rapid and on-site assessment by the LGUs and DSWD field workers. The Initial Report submitted shall be subjected to further validation of the FOs in close coordination with the LGUs (Please see Annex B).

FO DRIMS shall submit the Initial Report to the DROMIC CO for consolidation. The DROMIC CO Report shall consolidate the submission of the FOs for onward posting and dissemination to NDRRMC, DSWD Executive and Management Committee as well as other concerned government agencies and other stakeholders.

3. **Progress Reports** – Based on the result of validation from the Initial Report submitted, the FO shall prepare the Progress Reports. The concerned FO shall start submitting Progress Reports within 24 hours after the onset of a disaster. Succeeding reports shall be submitted based on the prescribed timelines (Please see Annex C).

The progress report shall be signed by authorized personnel and officials who prepared, reviewed, and approved the document. The name of the staff and officials shall be indicated at the bottom part of the report along with the contact details as reference for coordination.

4. **Terminal Report** – the submission of a Terminal Report is required consistent with the termination of relief operations and closure of ECs as reported by LGUs subject to the approval of the Regional Director.

Likewise, a Terminal Report may also be triggered when the LGU fully assumes delivery of response services and relief operations toward early recovery and rehabilitation (Please see Annex D).

- a. 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 CO which contains a brief summary of the FOs 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). The ERR report shall be prepared by the DRMD-DRRS to be submitted to DRIMS for inclusion in the Terminal Report.

- b. Upon receipt of the Terminal Report from the FO, the DROMIC CO shall conduct further validation and assessment within seven (7) days prior to the release of the Terminal Report to the DSWD CO, FOs, NDRRMC, and other stakeholders. However, the preparation of Terminal Reports during Blue and Red Alerts may be put on hold to prioritize the consolidation of major reports.

Note: The Terminal Report shall be one of the bases for the formulation of the Early Recovery and Rehabilitation Plan. A copy of which shall also be submitted to DROMIC CO for reference.

5. **Early Recovery Report (ERR)** – The Early Recovery Services Division (ERSD) of the DRMB shall prepare the ERR Report once the disaster response is terminated and/or deactivated following the implementation of Early Recovery Services (ERS). The ERS programs shall be submitted to DROMIC CO for onward publication on a monthly basis. The ERR report shall provide updates on the concerted efforts of the community, the LGUs, and the FOs in providing continuing relief, CCCM, emergency shelter, Cash for Work (CFW), ECT, and other services consistent with the prescribed template corresponding to the data required by ERSD. *Please see Annex F for the components of the different types of DROMIC Reports.*

As may be required by the Secretary or DRMG Undersecretary and Assistant Secretary, the FOs shall submit a disaster brief (see Annex E) and other separate reports for internal planning purposes in coordination with DRMB.

C. TREATMENT FOR 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. The FO shall validate if the same locations (areas) and families/persons affected are the same as to the previous incident;
 - b. If validated as the same, the FO shall assess and facilitate the termination of the first incident, and submit an initial situational and succeeding progress report for the latest incident on the same areas/locations; and
 - c. If the overlapping incident affects only a portion of the family/persons affected by the previous incident, a separate set of DROMIC reports shall be submitted for the latest incident.
2. **Incident/s within a Disaster.** This pertains to situations where one or more incidents occur as an effect of a current disaster (e.g., sinking of a ship due to an extreme weather disturbance). When this occurs:
 - a. A separate set of DROMIC reports shall be submitted for each incident indicating the primary cause (e.g., the name of a typhoon which caused the sinking of a ship); and

- b. The number of affected families for the two disasters shall be presented separately.
3. **Simultaneously occurring incidents within the same area** (e.g., armed conflict and typhoon). When this occurs:
 - a. A separate set of DROMIC reports shall be submitted for each incident; and
 - b. The number of affected families for the two disasters shall be presented separately.
 4. **Planned Events.** These may include but are not limited to holidays (i.e., regular and special non-working holidays), nationwide rallies, regional and global summits, significant international or local occasional celebrations, and national declared events by the Executive Department requiring DROMIC Report (See Annex G). When this occurs:
 - a. A Preparedness for Response 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 the termination of the event monitoring.

Note: The treatment for extraordinary incidents may change in contextual situations and in coordination with concerned NDRRMC member agencies and the NDRRMOC. For any significant changes in the treatment for extraordinary incidents, the DROMIC CO shall provide the necessary guidance to the FOs.

VII. REPORTING TIMELINES

Based on the National Disaster Response Plan, Alert Levels are defined in three (3) step color codes: WHITE, BLUE, and RED and are defined as follows:

- A. **WHITE** – Refers to regular or normal operations, monitoring and reporting. The personnel of the DROMIC at the CO and DRIMS at the FO shall be responsible for monitoring on regular working days, weekends and holidays.
- B. **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 PDRA triggers this status.
- C. **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 in the activation of the **Response Cluster and National/Regional/Local Incident Management Team (N/R/LIMIT)** including the escalation of the highest level of response. As such, inter-cluster action planning is done during this status.

ALERT LEVEL	REPORTING TIMELINES		
	FROM LDRRMO TO DSWD FO (DRMD)	FROM DSWD FO (DRIMS) TO DSWD-DRMB (DROMIC)	FROM DSWD-DRMB TO DSWD MANCOM, EXECOM & THE RESPONSE CLUSTER / NDRRMC OPCEN
WHITE	2PM	4PM	6PM
BLUE	10AM & 10PM	12MN & 12NN	6AM & 6PM
RED	10AM & 10PM	12MN & 12NN	6AM & 6PM

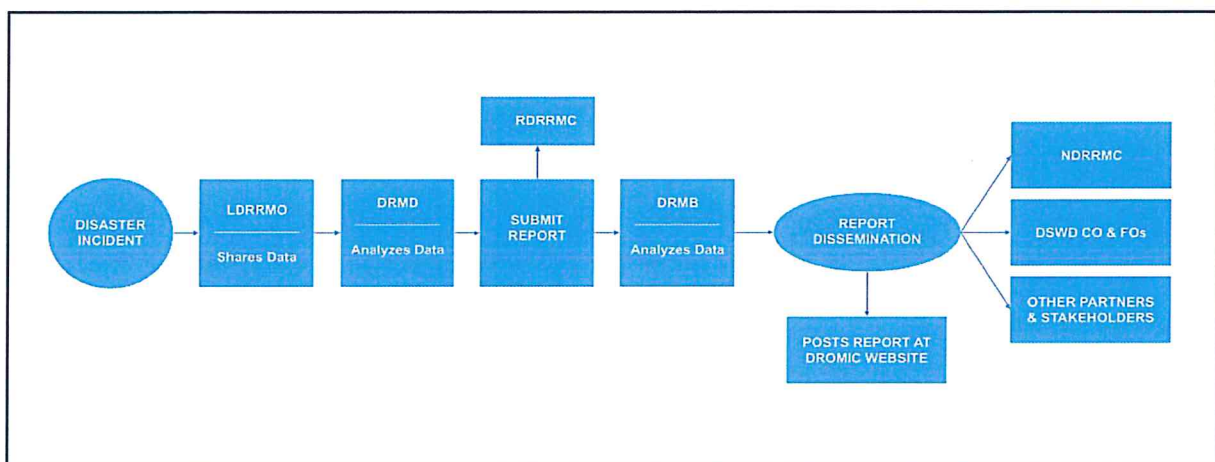
**Reporting timelines may not be applicable for GIDA and special or planned events*

After submission of the Initial Report, Progress Reports shall be submitted based on the abovementioned reporting timelines. The personnel of the DROMIC CO and DRIMS at the Central and Field Offices respectively shall manage the EOC for data generation. The technical staff assigned may render duty for 24 hours, based on the alert level, or given directive.

The members of the QRT / Provincial/City/Municipal Action Team (P/C/MAT) – Data / Information Management Committee shall be activated to render support to the impending or ongoing HADR operations.

Note: After two months of continuous disaster operations and/or when the Alert Status at the NDRRMOC and RDRRMC have been downgraded from RED / BLUE to WHITE, Progress Reports shall be submitted on a weekly basis until the operations are finally terminated.

VIII. DROMIC DATA COLLECTION & REPORTING FLOW



- A. Once a disaster/incident occurs, the DRMD through the Social Welfare and Development Teams (SWADTs) or Provincial/City/Municipal Action Teams (P/C/MATs) may obtain/acquire data from the Local Disaster Risk Reduction and Management Offices (LDRRMOs) at the Provincial, City, Municipal, or Barangay level.

- B. The DRMD-DRRS shall provide information on response activities to DRMD-DRIMS.
- C. The DRMD-DRIMS shall consolidate and analyze all data.
- D. If validation is necessary, the DRMD shall coordinate with the SWADT, Provincial/Municipal/City Links or Action Teams to validate the data. The Provincial SWADT may request Provincial/City/Municipal Action Teams (P/C/MATs) or Links to coordinate with the LDRRMOs for data validation. The Provincial SWADT then submits validated data to DRMD. Validation shall be particularly necessary when:
1. There is incomplete data on the number of affected and displaced families/persons (both inside and outside ECs), and assistance provided;
 2. The reported number of affected persons is greater than the actual number of populace in the affected area/s, per official statistical references;
 3. The number of displaced families/persons (both inside and outside ECs) is greater than the total number of affected families/persons;
 4. The reported number of damaged houses is greater than the reported total number of affected families;
 5. There is a decrease in the:
 - a. Number of affected families/persons;
 - b. Cumulative (CUM) number of displaced families/persons both Inside and Outside EC;
 - c. Number of totally and partially damaged houses; or
 - d. Quantity and/or cost of assistance provided.
 6. For instances where there is a movement of IDPs from an EC to another EC and/or outside ECs and vice-versa, the data for the CUM number of displaced families and/or persons shall be transferred from their original classification into the new one and vice-versa. The FO shall include a note in the report indicating the transfer of IDPs;
 7. When no report is received from the LGUs due to unavoidable circumstances, DRIMS shall submit a report on estimated affected families/persons based on all available data (Philippine Statistics Authority or National Household Targeting Office data). DRIMS shall incorporate the Situational Report of the FO's Disaster Response and Rehabilitation Unit / Section on the actions undertaken by the Regional Response Cluster and submit the report to DROMIC CO;
 8. For purposes of the Initial Report, when the LGU submits only the number of affected families and no data on affected persons, multiply the number by five (5)², which is the standard average family members and indicate in the report that the data reflected is an estimated account of affected persons. Corrected data shall be reflected in the succeeding Progress Reports upon validation with the LGU; or
 9. For circumstances that a disaster incident only affects a certain number of persons with no corresponding family count (e.g., locally stranded individuals (LSIs), boarders or renters, and other related instances), the FO shall adopt a 1:1 (1 family is to 1 person) reporting format based on the FO's assessment,

² Household Population, Number of Households, Average Household Size of the Philippines (2020 Census of Population and Housing) dated 23 March 2022

for the purpose of reporting and information management. The FO shall include a note in the report explaining or indicating the said circumstance.

- E. When the data no longer needs validation, DRIMS shall incorporate the Situational Report 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, and copy furnishing the RDRRMC.
- F. Upon receipt of the report from the DRIMS, DROMIC CO shall analyze the data to check on its completeness and correctness.
- G. If data needs to be validated, DROMIC CO shall coordinate with the DRIMS to do the necessary correction or revalidation of data.

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.

- H. When data from DRIMS no longer needs validation, DROMIC shall integrate the data collected to the consolidated report.
 - 1. When there are no changes in data for large-scale disaster incidents, the concerned FOs shall officially notify the DROMIC CO through email indicating that "there are no significant changes in the previous data". DROMIC CO shall then release an email indicating that there are no significant changes from the latest DROMIC report.
 - 2. DRMB-Disaster Response Operations Management Division (DROMD) shall consolidate and forward to DROMIC CO the actions of the Response Clusters of the affected FOs based on prescribed template for integration in the Progress Reports (Please see Annex H).
 - 3. The NRLMB shall consolidate the actions of the National Resource Operations Center (NROC) and Visayas Disaster Response Center (VDRC) in terms of augmentation to affected FOs for onward submission to DROMD-CO based on prescribed template for integration in the DROMIC Progress Reports (Please see Annex H).
 - 4. DSWD Program Management Bureau (PMB) through the Crisis Intervention Division (CID) shall consolidate the number of served disaster-affected families provided with financial assistance through the Assistance to Individuals in Crisis Situation (AICS) for onward endorsement to DROMIC CO for inclusion in the DROMIC Reports (Please see Annex I).
 - 5. DRMB-ERSD and/or DRMB-DROMD shall consolidate the number of served disaster-affected families provided with ECT and other related services for onward endorsement to DROMIC CO for inclusion in the DROMIC Reports.
- I. DROMIC shall then submit the consolidated report through e-mail to the NDRRMC, DSWD CO and FOs, and other partners and stakeholders.

- J. DROMIC shall also post 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 **Standard DROMIC Spreadsheet** that contains the numerical information updates on the affected population, and a Slide Presentation of Photo Documentation containing significant DSWD Disaster Response Actions. Templates for the DROMIC Spreadsheet and Photo Documentation may be downloaded from <http://tinyurl.com/drmbtemplates2024>.

IX. DATA MANAGEMENT

A. DATA SHARING AND INFORMATION DISSEMINATION

In accordance with RA No. 10173 or the Data Privacy Act (DPA) of 2012 and its IRR, at all times, it shall be DSWD's accountability to ensure utmost protection and security of all collected and generated disaster data. All provisions of RA No. 10173 shall be considered as read in the implementation of this Circular, and that the same principles of transparency, legitimate purpose and proportionality shall govern the implementation of this Circular.

The following shall also be observed:

1. DROMIC Reports are produced and disseminated at the FO and CO levels;
2. A DROMIC report vetted and approved by the Regional Director of the concerned FO which is submitted to DROMIC CO may already be utilized as reference during Regional Disaster Response Meetings, briefing at the RDRRMC, and other similar meetings which require the need to share the DROMIC data;
3. DROMIC CO shall disseminate the report to DSWD CO and FOs, copy furnishing the NDRRMC, and other concerned offices/stakeholders. Same report shall also be posted in the DROMIC Virtual OpGen or DROMIC website [<https://dromic.dswd.gov.ph>];
4. Only numerical data, narrative reports, and/or report infographics including maps based on the DROMIC reports may be shared; and
5. The data which shall be officially posted in any authorized platforms shall be non-editable consistent with the guidance and protocols of the Digital Media Service (DMS) - Strategic Communications Office of the Secretary Group.

B. DIGITALIZATION AND AUTOMATION

As DROMIC is envisioned to be more innovative and responsive in performing a transformative role that provides timely, strategic, flexible, well-targeted, and inclusive disaster data and information, the DRMB together with ICTMS shall lead in the operationalization of a harmonized response information management system for critical services on Disaster Response and Early Recovery. The information management system shall provide a platform for generating data and information necessary for preparing DROMIC briefers, reports, infographics, and presentations.

While the development of the information management system is underway, existing tools, information systems, and available technologies shall be utilized both in DSWD

CO and FOs. These may be integrated as part of the information management system for DSWD Disaster Risk Reduction and Management (DRRM).

X. INSTITUTIONAL ARRANGEMENTS

A. DSWD CENTRAL OFFICE

1. **Disaster Response Management Bureau (DRMB)**

- a. Serve as repository of all disaster data/information at the DSWD CO;
- b. Review and formulate policies on disaster information management;
- c. Lead in the gathering, curating, consolidation, analysis, presentation, and dissemination of all disaster data/information relative to DSWD programs along Disaster Preparedness, Response, and Early Recovery & Rehabilitation;
- d. Harmonize disaster data/information with the NDRRMC;
- e. Lead in the capacity building for the DSWD FOs, NDRRMC, and other partner stakeholders on disaster information management;
- f. Set standard reporting template/s for compliance of the DSWD FOs;
- g. Provide technical assistance to DSWD FOs on disaster information management;
- h. Collaborate with ICTMS in the review and development/updating of the disaster information management system;
- i. Engage with partners and stakeholders on disaster information management; and
- j. Monitor and evaluate disaster information management.

2. **National Resource and Logistics Management Bureau (NRLMB)**

- a. Submit updates and reports in terms of status of augmentation to affected field offices;
- b. Provide data on stockpiles;
- c. Provide data on volunteer and resource mobilization for production, donation and logistics management.
- d. Provide data on In-kind donations received and distributed/utilized;
- e. Provide action photos on the activities undertaken; and,
- f. Provide and update the locations of warehouses and prepositioning areas.

3. **Strategic Communications Office**

a. **Digital Media Service (DMS) and Traditional Media Service (TMS)**

- i. Provide technical assistance to DRMB and DSWD FOs on the development, packaging and dissemination of information, education and communication (IEC) materials such as but not limited to visual graphics, audio-visual presentation, media briefers and press releases aligned with the DSWD branding and media guidelines;
- ii. Handle, facilitate and manage media concerns in coordination with the DSWD Disaster Response Information officers, providing their media needs based on their specific request; and
- iii. Provide technical assistance on Communication and Social Media Plan through review, formulation and execution on DSWD DRRM in coordination with the DRMB Information Officers.

- b. **Agency Operations Service (AOS).** Provide the necessary technical assistance and support in the facilitation of related grievances and redress management concerns.
- 4. Information and Communications Technology Management Service (ICTMS)**
- a. Provide Information Technology (IT) infrastructure;
 - b. Develop Disaster Response Operations and Monitoring Information System to include applications for volunteer and augmentation workforce and production and logistics management;
 - c. Review and formulate policy on disaster information management system (infra-related);
 - d. Provide capacity building and technical assistance to DRMB and DSWD FOs on the operation and of the disaster information management system;
 - e. Harmonize disaster information management system with the NDRRMC, through DROMIC CO;
 - f. Engage partnership with other stakeholders on the development of disaster information management system; and
 - g. Mobilize resources for the provision of IT equipment, capacity building and development on disaster management systems.
- 5. Policy Development and Planning Bureau (PDPB)**
- a. Analyze disaster data for inclusion in the formulation and updating of the Department's plans and policies;
 - b. Reportorial compliance on national and international commitments;
 - c. Provide technical assistance on policy review and formulation on disaster information management;
 - d. Provide technical support on the monitoring and evaluation of disaster information management; and
 - e. Take charge of processing disaster data requests from external researchers/clients under the SOP for Obtaining Social Welfare and Development (SWD) Data and Information (DSWD-PDPB-SOP-002) and endorse such requests to DRMD in case the requested disaster data and information is not available with them.
- 6. National Household Targeting Office (NHTO).** Share data on poor families for predictive analytics and planning.
- 7. Program Management Bureau (PMB) - Crisis Intervention Division (CID)**
- a. Provide data on the status of services and interventions for disaster victims; and
 - b. Submit a consolidated report on the number of served disaster-affected families through the AICS to DROMIC CO, based on the submitted and reported accomplishments of the Field Office-Crisis Intervention Section.
- 8. Other Offices (SLP, 4Ps, KALAHI-CIDDS, etc.)**
- a. Provide data on the status of services and interventions for disaster victims; and
 - b. Provide technical assistance on policy review and formulation along disaster information management.

B. DSWD FIELD OFFICES

1. **Disaster Response Management Division (DRMD) – Disaster Response Information Management Section (DRIMS)**
 - a. Update all disaster data and serve as a repository at the DSWD FO level;
 - b. Gather and manage disaster data which includes volunteer, donation, production, and logistics management;
 - c. Implement disaster information system;
 - d. Review and provide inputs on policies related to disaster information management;
 - e. Provide technical assistance to LGUs, RDRRMC and other stakeholders on disaster information management;
 - f. Strategically implement existing convergence mechanisms on disaster information management through the QRTs, Social Welfare and Development (SWAD) Teams, and P/C/M Action Teams, etc.;
 - g. Assist in the review and development/updating of the disaster information management system;
 - h. Provide technical assistance to ICTMS in the review and development/updating of the disaster information management system;
 - i. Harmonize disaster information management with LGUs, RDRRMCs and other stakeholders;
 - j. Coordinate with C/P/MAT Leaders to assist in producing photo-documentation reports;
 - k. Develop and disseminate IEC materials and other visual and graphic presentations;
 - l. Monitor and evaluate disaster information management systems;
 - m. Engage with the Regional ICT Management Unit/Section for the provision of Technical Assistance and Service Support on ICT Service Management;
 - n. Develop strategies to enhance the processes that may be employed based on the need, capacity, competency, expertise and resources; and
 - o. Utilize and operate the DROMIC Dashboard during disaster operations.
2. **DRMD-Disaster Response and Rehabilitation Section (DRRS).** Prepare and consolidate response actions through the CCCM, IDP, and FNI Focal Persons under the DRRS for onward submission to DRIMS.
3. **Regional Resource Operations Section (RROS)**
 - a. Provide data on stockpiles including relief prepositioning;
 - b. Provide data on status of augmentation to affected P/LGUs;
 - c. Provide data on volunteer and resource mobilization for production, donation and logistics management;
 - d. Provide data on In-kind donations received and distributed/utilized; and
 - e. Provide action photos on the activities undertaken.
4. **Quick Response Team (QRT)**
 - a. When deployed, the QRT members shall report directly to the RD or its authorized representative;
 - b. Assist in the collection, consolidation, and analysis of on-going situation and response conditions for the FO;
 - c. Establish and maintain an information network; and
 - d. Support the DRMD to produce reports such as situation reports and operational overview documents that may be needed at the Operations Centers.
5. **Policy and Plans Division (PPD)**

- a. Analyze disaster data for inclusion in the formulation and updating of the regional plans and policies;
 - b. Reportorial compliance on regional, national, and international commitments;
 - c. Provide technical assistance on policy review and formulation of disaster information management;
 - d. Provide technical support on the monitoring and evaluation of disaster information management; and
 - e. Process disaster data requests from external researchers/clients under the SOP for Obtaining SWD Data and Information.
- 6. National Household Targeting Unit / Section.** Share data on poor families for predictive analytics as well as disaster preparedness and response planning.
- 7. Social Marketing Unit / Section**
- a. Provide technical assistance to DRIMS on report development, IEC production, packaging, dissemination, media relations, advocacy campaigns, grievance and redress management, etc.; and
 - b. For Regional Information Officers to assist in producing timely photo and video documentation on the FO's disaster response operations.
- 8. SWAD Teams and Provincial/City/Municipal Action Teams**
- a. Monitor and provide reports on any significant disaster/emergency incidents within their respective areas;
 - b. Provide augmentation support to LGUs in the validation of affected families and damaged houses, and in the provision of relief assistance; and
 - c. Submit action photos of any monitored incidents, highlighting their effects, as well as the response activities conducted by the team.
- 9. Other Offices (PSD, CIU/S, SLP, 4Ps, KALAHY-CIDDS, etc.)**
- a. Provide data on the status of services and interventions for disaster victims;
 - b. Provide technical assistance on policy review and formulation on disaster information management; and
 - c. Assist in the validation of affected families and damaged houses during disaster incidents in their areas.
- C. LOCAL GOVERNMENT UNITS (LGUs)**
1. Develop a disaster information management system;
 2. Assist in the profiling of families as a preparedness strategy for response;
 3. Adopt the Standard DROMIC reportorial requirements and forms, based on types of reports and on given timelines;
 4. Prepare, submit, and disseminate disaster reports from the Provincial/City/Municipal Social Welfare and Development Offices (P/C/MSWDOs) through the Provincial/City/Municipal/Local Disaster Risk Reduction and Management Offices (P/C/MLDRRMOs) based on given timelines;
 5. Review and provide input on policies relative to disaster information management;
 6. Harmonize disaster information management systems at the local and provincial levels;
 7. Identify a focal and alternate person in reporting and coordination from the LGUs; and
 8. Submit consolidated reports on disaster-affected families/persons with disaggregated data on sex, age, sectors, disability and special needs.

XI. MONITORING AND EVALUATION

Tracking the adherence to the stipulated standard protocols and procedures on data gathering, submission, and dissemination of disaster response and early recovery operations monitoring reports is fundamental in ensuring the availability of reliable, accurate and timely data. Hence, the following strategies must be in place to ensure that deliverables are compliant with the prescribed indicators, format, templates and timelines:

- A. The P/LGUs through their respective Provincial/City/Municipal Social Welfare and Development Offices (P/C/MSWDOs) in coordination with their Provincial/City/Municipal/Local Disaster Risk Reduction and Management Offices (P/C/M/LDRRMOs) shall be the primary source of information;
- B. The DSWD FOs through the DRMD shall be responsible for the monitoring and evaluation of P/LGU reports based on prescribed indicators, format, templates and timelines; and
- C. The DSWD CO through the DROMIC division of DRMB shall be responsible for the monitoring and evaluation of DSWD FO reports based on prescribed indicators, format, templates and timelines.

XII. GRIEVANCE AND REDRESS MANAGEMENT

Transparency and accountability shall be part of the primary principles in the data gathering, preparation, submission, and dissemination of disaster response and early recovery operations monitoring reports.

The AOS shall be tapped for technical assistance in the management of grievances or concerns. Other workable strategies may be tapped in furthering the feedback mechanism and complaint resolutions such as:

- A. Consolidation of complaints directly forwarded to Provincial/City/Municipal Action Teams (P/C/MATs) and/or SWADTs at the local level;
- B. Setting-up of information or grievance / complaint desks at the DSWD CO and FOs;
- C. Establishment of grievance and redress management mechanisms within DRMB for disaster-related concerns;
- D. Use of social media platforms (e.g., Facebook, Twitter, Instagram, and others); and,
- E. Mobilization of other existing grievance and redress management such as the 4Ps, Social Pension, etc.

Existing grievance and redress systems and other workable strategies shall eventually be integrated in the DSWD e-Grievance Redress System (e-GRS) as part of the Department's strategy to have a centralized platform accessible by the public where they can provide feedback and complaints on DSWD Programs and Services.

XIII. OTHER ARRANGEMENTS

Upon enactment of the effectivity of this Circular, a Manual of Operations detailing the implementation of the provisions stipulated in this Circular 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 CO and FOs.

XIV. REPEALING CLAUSE

Any provisions of MC No. 20, Series of 2019, that are inconsistent herewith are hereby repealed or modified accordingly.

XV. EFFECTIVITY

This order shall take effect immediately and shall continue to be effective upon completion of its publication in an official gazette or in a newspaper of general circular unless rescinded.

Issued this 27th day of February 2024 in Quezon City, Philippines.


REX GATCHALIAN
Secretary

Certified True Copy


WILLIAM V. GARCIA, JR.
Chief, Records and Archives Division
Records and Archives Division

01 MAR 2024

ANNEXES

- ANNEX A Sample Preparedness for Response Report
- ANNEX B Sample Initial Report
- ANNEX C Sample Progress Report
- ANNEX D Sample Terminal Report
- ANNEX E Sample Briefing (Disaster)
- ANNEX F Components of the DROMIC Report
- ANNEX G List of Hazards / Disasters / Planned Events
- ANNEX H Response Cluster Updates
- ANNEX I Assistance to Individuals in Crisis Situations (AICS) Updates
- ANNEX J Sample DROMIC Preparedness for Response Report Infographic
- ANNEX K Sample DROMIC Progress Report Infographic

Annex A. SAMPLE PREPAREDNESS FOR RESPONSE REPORT



Note: The FO shall use their DSWD regional / DRMD / DRIMS logo

**DSWD DROMIC Preparedness for Response Report #__
on the [Incident Name] in [Brgy. / Municipality / Province]
as of [Day]__ [Month]_____ [Year] 20__, [Time Released]_____**

Situation Overview

Source: _____
(DOST-PAGASA / LGU)

Predictive Analytics for Humanitarian Response (PAHR)

Based on the Global Spectral Model (GSM) & Weather Research and Forecasting (WRF) Accumulated Forecast Rainfall initialized on [Day] [Month] [Year], [Time Released], the PAHR results show that [Total number of potentially affected families based on PSA data] families (PSA) or [Total number of potentially affected poor families based on Listahanan data] poor families (Listahanan) in [Potentially affected areas] may be affected by [Tropical Cyclone Category and Name].

See Sample Map below:

Figure 1. Potential Areas exposed to Accumulated Forecast Rainfall based on the GSM and WRF model.

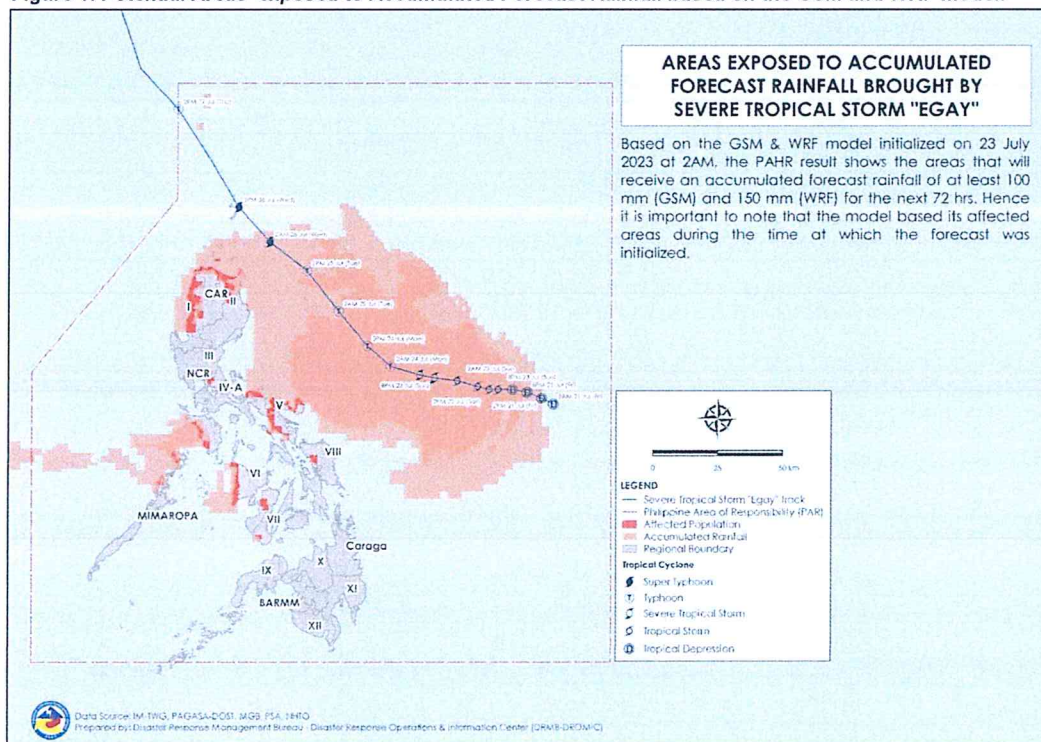


Table 1. FFP Requirement based on the PAHR Results initialized on [Day] [Month] [Year], [Time Released].

REGION	POPULATION (PSA)		POOR FAMILIES (LISTAHANAN)		TOTAL FFPs PREPOSITIONED ³
	NO. OF INDIVIDUALS	FFP REQUIREMENT ⁴	NO. OF FAMILIES	FFP REQUIREMENT	
TOTAL					
NCR ⁵					
REGION VII ⁶					

Status of Prepositioned Resources: Stockpile and Standby Funds

The DSWD Field Office _____ and Regional Resource Operations Section (RROS) have stockpiles and standby funds amounting to ₱ _____ with breakdown as follows (see Table 1):

a. Standby Funds

A total of ₱ _____ standby funds in the FO.

b. Stockpiles

A total of _____ family food packs (FFPs) amounting to ₱ _____, other food items amounting to ₱ _____, and non-food items (NFIs) amounting to ₱ _____ are available.

Table 2. Available Stockpiles and Standby Funds

OFFICE	STANDBY FUNDS	STOCKPILE				TOTAL STANDBY FUNDS & STOCKPILE
		FAMILY FOOD PACKS (FFPs)		OTHER FOOD ITEMS	NON-FOOD RELIEF ITEMS	
		QUANTITY	TOTAL COST	TOTAL COST	TOTAL COST	
TOTAL						
DSWD FO _____						
RROS						

Note: The Inventory Summary is as of _____

Source: _____

Situational Reports

DATE	SITUATIONS / ACTIONS UNDERTAKEN
	•
	•

³ Prepositioned FFPs as of [Day] [Month] [Year], [Time Released]

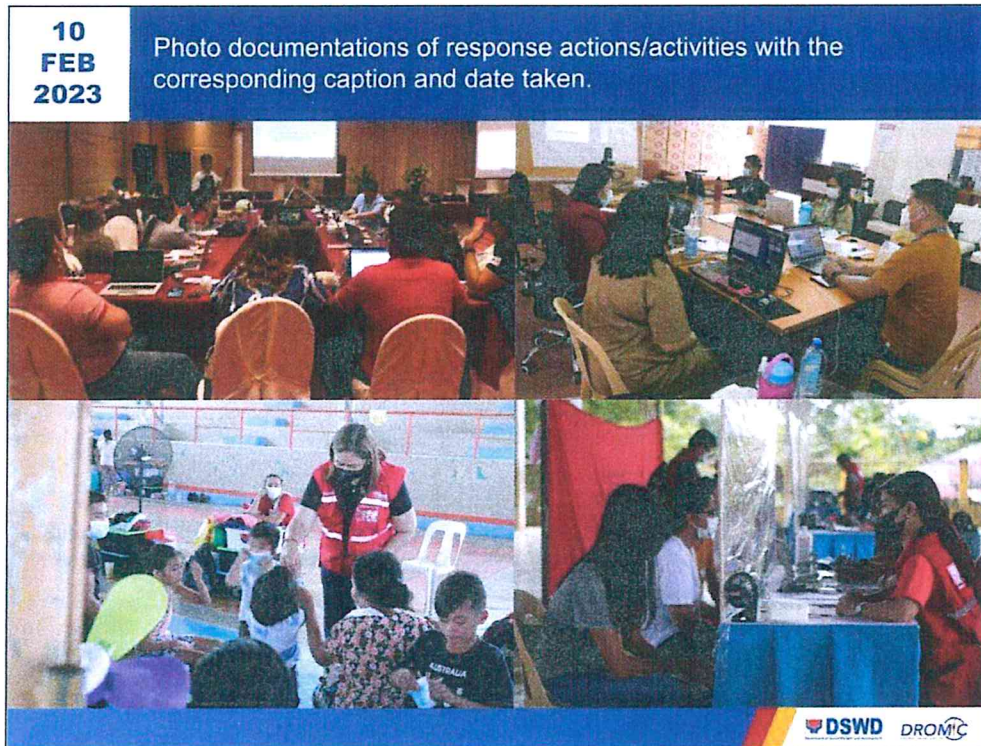
⁴ Number of family composed of five (5) members

⁵ Total number of prepositioned FFPs includes NROC stockpile

⁶ Total number of prepositioned FFPs includes VDRC stockpile

Photo Documentation

Photo documentations of response actions/activities with the corresponding caption and date taken.
See sample photo below:



Prepared by:

Name, Position
Name, Position

Reviewed by:

Name, Position

Approved by:

Regional Director

[FOOTER] DSWD DROMIC Preparedness for Response Report #__ on the [Incident Name] in [Brgy. / Municipality / Province] as of [day] [Month], [Year], [Time] | Page _of_

Annex B. SAMPLE INITIAL REPORT

Note: The FO shall use their DSWD regional / DRMD / DRIMS logo

**DSWD DROMIC Initial Report on the [Incident Name]
in [Barangay, City/Municipality, Province]
as of [Day] [Month] [Year], [Time Released (AM/PM)]**

(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 the affected population needing urgent response based on rapid and on-site assessment by the LGUs and DSWD Field Workers. The initial report submitted shall be subjected to further validation of the FOs in close coordination with the LGUs.

(For cases where the FO is required to submit an initial report with no reported data, the FO may simply indicate in the narrative part of the report that, "There are no reported affected and displaced population, and/or damaged houses as of this reporting period" until the report is terminated.)

I. Situation Overview

Source: _____

II. Status of Affected Areas and Population

A total of ___ **families** or ___ **persons** were affected in ___ **barangays** in ___ (see Annex A).

(For cases that the FO is required to submit an initial report with no reported affected and displaced population, and/or damaged houses, the FO may simply indicate in the narrative that, "There are no reported affected and displaced population, and/or damaged houses as of the reporting time" until the report is terminated.)

III. Status of Displaced Population**a. Inside Evacuation Center**

There are _____ **families** or _____ **persons** currently taking temporary shelter in _____ **evacuation centers** in _____ (see Annex B).

b. Outside Evacuation Center

There are _____ **families** or _____ **persons** temporarily staying with their relatives and/or friends in _____ (see Annex C).

IV. Damaged Houses

A total of _____ **houses** were damaged; of which, _____ are **totally damaged** and _____ are **partially damaged** in _____ (see Annex D).

Annexes

Annex A. Number of Affected Families / Persons

PROVINCE / MUNICIPALITY	NUMBER OF AFFECTED			
	City/Municipality	Barangays	Families	Persons
GRAND TOTAL				
Province				
Municipality				
Municipality				
Municipality				
Municipality				

Note: ***

Source: _____

Annex B. Number of Displaced Families / Persons Inside Evacuation Center

PROVINCE / MUNICIPALITY	NUMBER OF EVACUATION CENTERS (ECs)		NUMBER OF DISPLACED INSIDE ECs			
			Families		Persons	
	CUM	NOW	CUM	NOW	CUM	NOW
GRAND TOTAL						
Province						
Municipality						
Municipality						
Municipality						
Municipality						

Note: ***

Source: _____

Annex C. Number of Displaced Families / Persons Outside Evacuation Center

REGION / PROVINCE / MUNICIPALITY	NUMBER OF DISPLACED OUTSIDE ECs			
	Families		Persons	
	CUM	NOW	CUM	NOW
GRAND TOTAL				
Province				
Municipality				
Municipality				
Municipality				
Municipality				

Note: ***

Source: _____

Annex D. Number of Damaged Houses

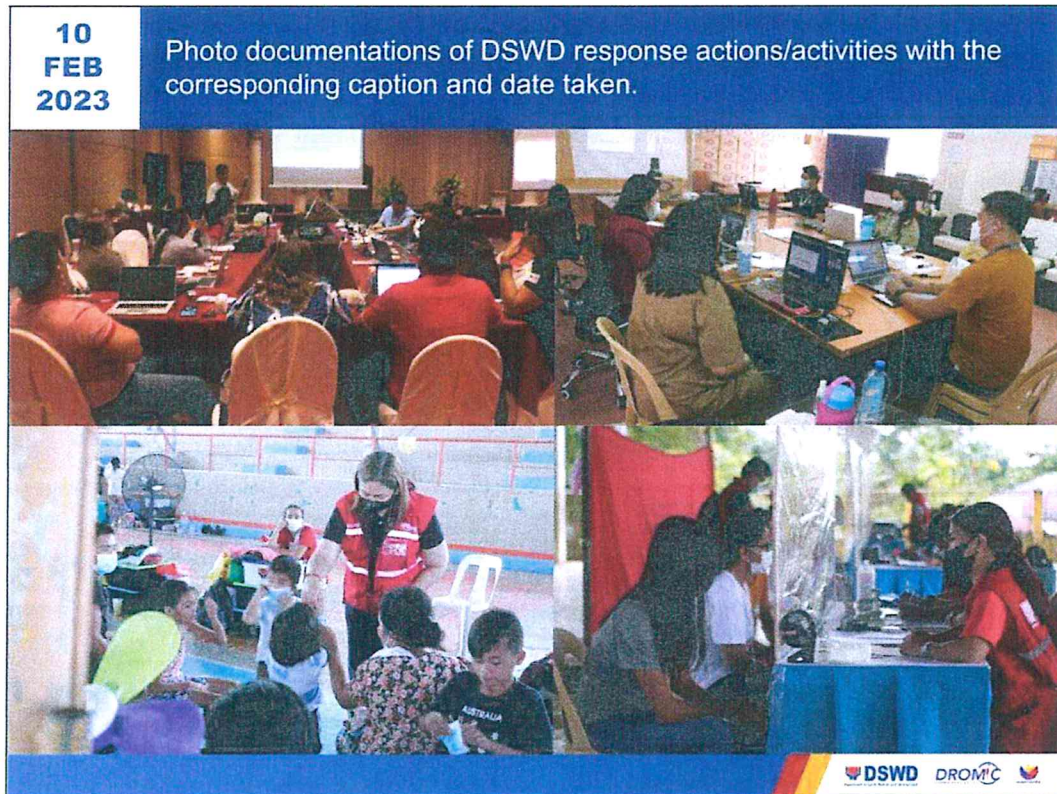
PROVINCE / MUNICIPALITY	NO. OF DAMAGED HOUSES		
	Total	Totally	Partially
GRAND TOTAL			
Province			
Municipality			
Municipality			
Municipality			
Municipality			

Note: ***

Source: _____

Annex E. Photo Documentation

(Photo documentations of response actions/activities with the corresponding caption and date taken.)



Prepared by:

Reviewed by:

Approved by:

Name, Position
Name, Position

Name, Position

Regional Director

[FOOTER] DSWD DROMIC Initial Report on the [Incident Name] in [Brgy. / Municipality / Province] as of [Day] [Month], [Year], [Time] | Page _of_

Annex C. SAMPLE PROGRESS REPORT



Note: The FO shall use their DSWD regional / DRMD / DRIMS logo

**DSWD DROMIC Report #__ on the [Incident Name]
in [Barangay, City/Municipality, Province]
as of [Day] [Month] [Year], [Time Released (AM/PM)]**

I. Situation Overview

Source: _____

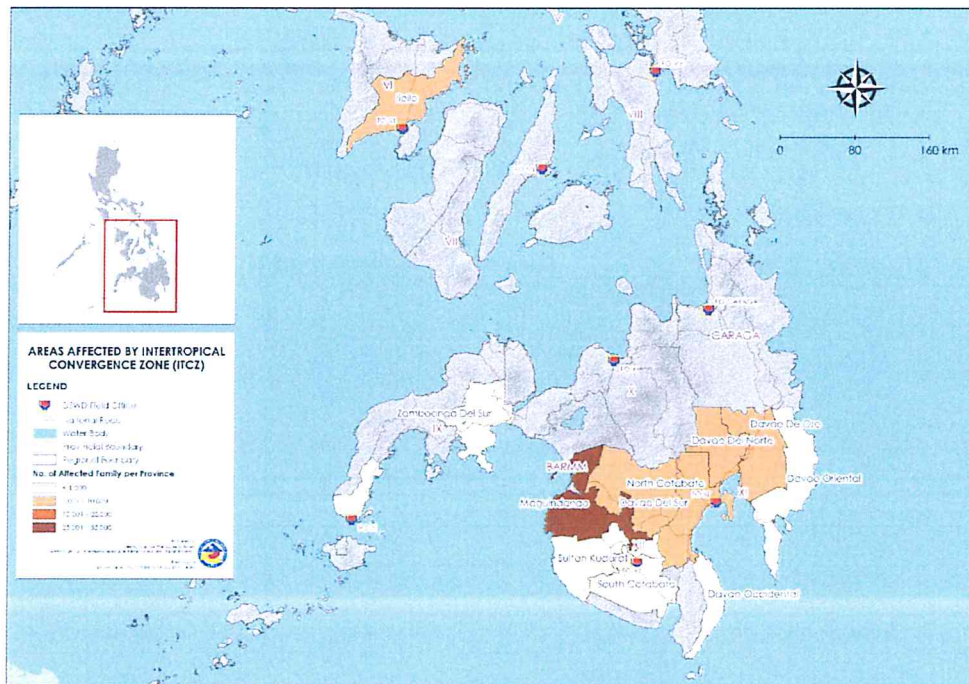


Figure 1. Map showing the affected areas in [Barangay / City or Municipality / Province / Region]

II. Status of Affected Areas and Population

A total of __ families or __ persons are affected in __ barangays in __ (see Annex A).

III. Status of Displaced Population

a. Inside Evacuation Center

There are __ families or __ persons currently taking temporary shelter in ## evacuation centers in __ (see Annex B).

b. Outside Evacuation Center

There are ___ **families** or ___ **persons** temporarily staying with their relatives and/or friends (see Annex E).

c. Total Displaced Population

There are ___ **families** or ___ **persons** displaced in ___ (see Annex F).

IV. Damaged Houses

A total of ___ **houses** were damaged; of which, ___ are **totally damaged** and ___ are **partially damaged** in ___ (see Annex G).

V. Cost of Humanitarian Assistance Provided

A total of ₱ _____ worth of assistance was provided to the affected families; of which, ₱ _____ from **DSWD**, ₱ _____ from **Local Government Units (LGUs)**, ₱ _____ from **Non-Government Organizations (NGOs)**, and ₱ _____ from **other Partners** (see Annex H).

VI. Response Actions and Interventions

a. Standby Funds and Prepositioned Relief Stockpile

OFFICE	STANDBY FUNDS	STOCKPILE			TOTAL STANDBY FUNDS & STOCKPILE
		FAMILY FOOD PACKS (FFPs)		OTHER FOOD AND NON-FOOD ITEMS (FNIs)	
		QUANTITY	TOTAL COST		
TOTAL					
DSWD FO ___					

Note: The Inventory Summary is as of [Day] [Month] [Year], [Time (AM/PM)].

Source: _____

1. Status of Funds

-

2. Prepositioned FFPs and Other Relief Items

-

b. Food and Non-food items (FNIs)

DSWD FO

DATE	ACTIVITIES
[Day] [Month] [Year]	<ul style="list-style-type: none"> • <i>In this part, the DSWD FO shall provide response actions relative to the FNI cluster such as distribution of FNIs, status of delivery, and other relevant activities.</i>

c. Internally Displaced Person (IDP) Protection

DSWD FO

DATE	ACTIVITIES
[Day] [Month] [Year]	<ul style="list-style-type: none"> • <i>In this part, the DSWD FO shall provide response actions relative to the IDP Protection.</i>

d. Camp Coordination and Camp Management (CCCM)

DSWD FO

DATE	ACTIVITIES
[Day] [Month] [Year]	<ul style="list-style-type: none"> <i>In this part, the DSWD FO shall provide response actions relative to CCCM activities.</i>

e. Other Activities

DSWD FO

DATE	ACTIVITIES
[Day] [Month] [Year]	<ul style="list-style-type: none"> <i>In this part, the DSWD FO shall provide significant disaster response updates.</i>

VII. Gaps/ Challenges and Status/ Actions Undertaken

[Tabular enumeration of operational and administrative issues and status and/or actions undertaken by type / cluster.]

TYPE / CLUSTER	AREAS OF CONCERN	ACTIONS UNDERTAKEN	STATUS / REMARKS
• Standby funds			
• Food and NFIs			
• IDP Protection			
• CCCM			
• Others			

Annexes

Annex A. Number of Affected Families / Persons

PROVINCE / MUNICIPALITY	NUMBER OF AFFECTED			
	City/Municipality	Barangays	Families	Persons
GRAND TOTAL				
Province				
Municipality				
Municipality				
Municipality				

Note: Ongoing assessment and validation being conducted. [In this part, the FO shall indicate the significant changes in data, if any (e.g., "The decrease in the number of affected families in _____ is based on the validated report submitted by LGU _____").

Source: _____

Annex B. Number of Displaced Families / Persons Inside Evacuation Center

PROVINCE / MUNICIPALITY	NUMBER OF EVACUATION CENTERS (ECs)		NUMBER OF DISPLACED INSIDE ECs			
			Families		Persons	
	CUM	NOW	CUM	NOW	CUM	NOW
GRAND TOTAL						
Province						
Municipality						
Municipality						
Municipality						

Note: Ongoing assessment and validation being conducted. [In this part, the FO shall indicate the significant changes in data, if any (e.g., "The decrease in the number of displaced persons inside ECs in _____ is based on the validated report submitted by LGU _____").

Source: _____

Annex C. Sex & Age Distribution of IDPs Inside Evacuation Centers

REGION / PROVINCE	NUMBER OF ECs	SEX & AGE DISTRIBUTION of IDPs INSIDE ECs																											
		INFANT 0-5 months old				TODDLERS 7 months-2 y/o				PRESCHOOLERS 3-5 y/o				SCHOOL AGE 6-12 y/o				TEENAGE 13-17 y/o				ADULT 18-50 y/o				SENIOR CITIZENS 60 and above			
		Male		Female		Male		Female		Male		Female		Male		Female		Male		Female		Male		Female					
GRAND TOTAL																													
Province																													
Municipality																													
Municipality																													
Municipality																													
Municipality																													

Note: Ongoing assessment and validation being conducted. [In this part, the FO shall indicate the significant changes in data, if any (e.g., "The decrease in the number of displaced persons inside ECs in _____ is based on the validated report submitted by LGU _____").

Source: _____

Annex D. Sectoral Distribution of IDPs inside ECs

REGION / PROVINCE / MUNICIPALITY	NUMBER OF DISPLACED INSIDE ECs		PREGNANT		LACTATING MOTHERS		PERSONS WITH DISABILITIES (PWDs)				CHILD-HEADED FAMILY				SINGLE-HEADED FAMILY				SOLID PARENT				4Ps beneficiary				INDIGENOUS PEOPLE (IPs)			
							Male		Female		Male		Female		Male		Female		Male		Female		Male		Female		Male		Female	
	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW	CUM	NOW		
GRAND TOTAL																														
Province																														
Municipality																														
Municipality																														
Municipality																														
Municipality																														

Note: Ongoing assessment and validation being conducted. [In this part, the FO shall indicate the significant changes in data if any, (e.g., "The decrease in the number of displaced persons Inside ECs in _____ is based on the validated report submitted by LGU _____").

Source: _____

Annex E. Number of Displaced Families / Persons Outside Evacuation Center

REGION / PROVINCE / MUNICIPALITY	NUMBER OF DISPLACED			
	OUTSIDE ECs			
	Families		Persons	
	CUM	NOW	CUM	NOW
GRAND TOTAL				
Province				
Municipality				
Municipality				
Municipality				

Note: Ongoing assessment and validation being conducted. [In this part, the FO shall indicate the significant changes in data, if any (e.g., "The decrease in the number of displaced families Outside ECs in _____ is based on the validated report submitted by LGU _____").
 Source: _____

Annex F. Total Number of Displaced Families / Persons

REGION / PROVINCE / MUNICIPALITY	NUMBER OF DISPLACED			
	TOTAL			
	Families		Persons	
	CUM	NOW	CUM	NOW
GRAND TOTAL				
Province				
Municipality				
Municipality				
Municipality				

Note: Ongoing assessment and validation being conducted.
 Source: _____

Annex G. Number of Damaged Houses

PROVINCE / MUNICIPALITY	NO. OF DAMAGED HOUSES		
	Total	Totally	Partially
GRAND TOTAL			
Province			
Municipality			
Municipality			
Municipality			
Municipality			

Note: Ongoing assessment and validation being conducted. [In this part, the FO shall indicate the significant changes in data, if any (e.g., "The decrease in the number of damaged houses in _____ is based on the validated report submitted by LGU _____").
 Source: _____

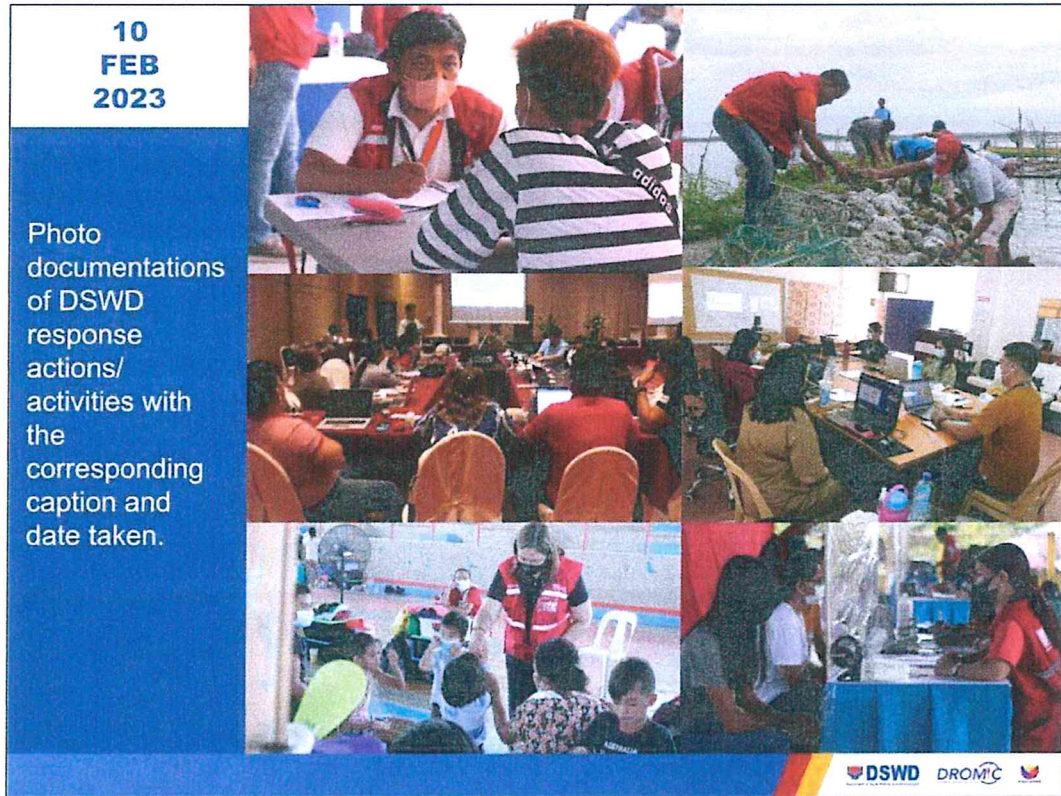
Annex H. Cost of Assistance Provided to Affected Families / Persons

PROVINCE / MUNICIPALITY	COST OF ASSISTANCE				GRAND TOTAL
	DSWD	LGUs	NGOs	OTHERS	
GRAND TOTAL					
Province					
Municipality					
Municipality					
Municipality					
Municipality					

Source: _____

Annex I. Photo Documentation

(Photo documentations of response actions/activities with the corresponding caption and date taken.)



Prepared by:

Reviewed by:

Approved by:

Name, Position
Name, Position
Name, Position

Name, Position

Regional Director

Annex D. SAMPLE TERMINAL REPORT

Note: The FO shall use their DSWD regional / DRMD / DRIMS logo

**DSWD DROMIC Terminal Report on the [Incident Name] in
[Barangay, City/Municipality, Province]
[Date and Time of Release (Day Month Year, AM/PM)]**

I. Situation Overview

Source: _____

II. Status of Affected Areas and Population

A total of ___ families or ___ persons were affected in ___ barangays in ___ (see Annex A).

III. Status of Displaced Population**a. Inside Evacuation Center**

A total of ___ families or ___ persons sought temporary shelter in ## evacuation centers in ___ (see Annex B)

b. Outside Evacuation Center

A total of ___ families or ___ persons temporarily stayed with their relatives and/or friends (see Annex E).

c. Total Displaced Population

A total of ___ families or ___ persons were displaced in ___ (see Annex F).

IV. Damaged Houses

A total of ___ houses were damaged; of which, ___ are totally damaged and ___ are partially damaged in ___ (see Annex G).

V. Cost of Humanitarian Assistance Provided

A total of ₱_____ worth of assistance was provided to the affected families; of which, ₱_____ from DSWD, ₱_____ from Local Government Units (LGUs), ₱_____ from Non-Government Organizations (NGOs), and ₱_____ from other Partners (see Annex H).

Annexes

Annex A. Number of Affected Families / Persons

PROVINCE / CITY / MUNICIPALITY	NUMBER OF AFFECTED			
	City/Municipality	Barangays	Families	Persons
GRAND TOTAL				
Province				
Municipality				
Municipality				
Municipality				

Note: ***

Source: _____

Annex B. Number of Displaced Families / Persons Inside Evacuation Center

PROVINCE / CITY / MUNICIPALITY	NUMBER OF EVACUATION CENTERS (ECs)		NUMBER OF DISPLACED INSIDE ECs			
			Families		Persons	
	CUM	NOW	CUM	NOW	CUM	NOW
GRAND TOTAL						
Province						
Municipality						
Municipality						
Municipality						

Note: ***

Source: _____

Annex C. Sex & Age Distribution of IDPs Inside Evacuation Center

PROVINCE / CITY / MUNICIPALITY	NUMBER OF ECs	SEX & AGE DISTRIBUTION OF IDPs INSIDE ECs																											
		INFANT 0-6 months old				TODDLERS 7 months-2 y/o				PRESCHOOLERS 3-5 y/o				SCHOOL AGE 6-12 y/o				TEENAGE 13-17 y/o				ADULT 18-59 y/o				SENIOR CITIZENS 60 and above			
		Male		Female		Male		Female		Male		Female		Male		Female		Male		Female		Male		Female					
GRAND TOTAL																													
Province																													
Municipality																													
Municipality																													
Municipality																													

Note: ***

Source: _____

Annex D. Sectoral Distribution of IDPs inside ECs

MUNICIPALITY	NUMBER OF EVACUATION CENTERS (ECs)	PROVINCE	ADDRESS SYSTEM	PERSONS WITH RESOURCES (PWR)										WELI-RECOVERABLE										WELI-UNRECOVERABLE										TOTAL									
				PWR					WELI-RECOVERABLE					WELI-UNRECOVERABLE					TOTAL					PWR					WELI-RECOVERABLE					WELI-UNRECOVERABLE					TOTAL				
				Male	Female	Total	Barangay	ECs	Male	Female	Total	Barangay	ECs	Male	Female	Total	Barangay	ECs	Male	Female	Total	Barangay	ECs	Male	Female	Total	Barangay	ECs	Male	Female	Total	Barangay	ECs										
GRAND TOTAL																																											
Province																																											
Municipality																																											
Municipality																																											
Municipality																																											

Note: ***

Source: _____

Annex E. Number of Displaced Families / Persons Outside Evacuation Center

REGION / PROVINCE / MUNICIPALITY	NUMBER OF DISPLACED OUTSIDE ECs			
	Families		Persons	
	CUM	NOW	CUM	NOW
	GRAND TOTAL			
Province				
Municipality				
Municipality				
Municipality				
Municipality				

Note: ***

Source: _____

Annex F. Total Number of Displaced Families / Persons

REGION / PROVINCE / MUNICIPALITY	NUMBER OF DISPLACED TOTAL			
	Families		Persons	
	CUM	NOW	CUM	NOW
	GRAND TOTAL			
Province				
Municipality				
Municipality				
Municipality				

Note: ***

Source: _____

Annex G. Number of Damaged Houses

PROVINCE / MUNICIPALITY	NO. OF DAMAGED HOUSES		
	Total	Totally	Partially
GRAND TOTAL			
Province			
Municipality			
Municipality			
Municipality			
Municipality			
Municipality			

Note: ***

Source: _____

Annex H. Cost of Assistance Provided to Affected Families / Persons

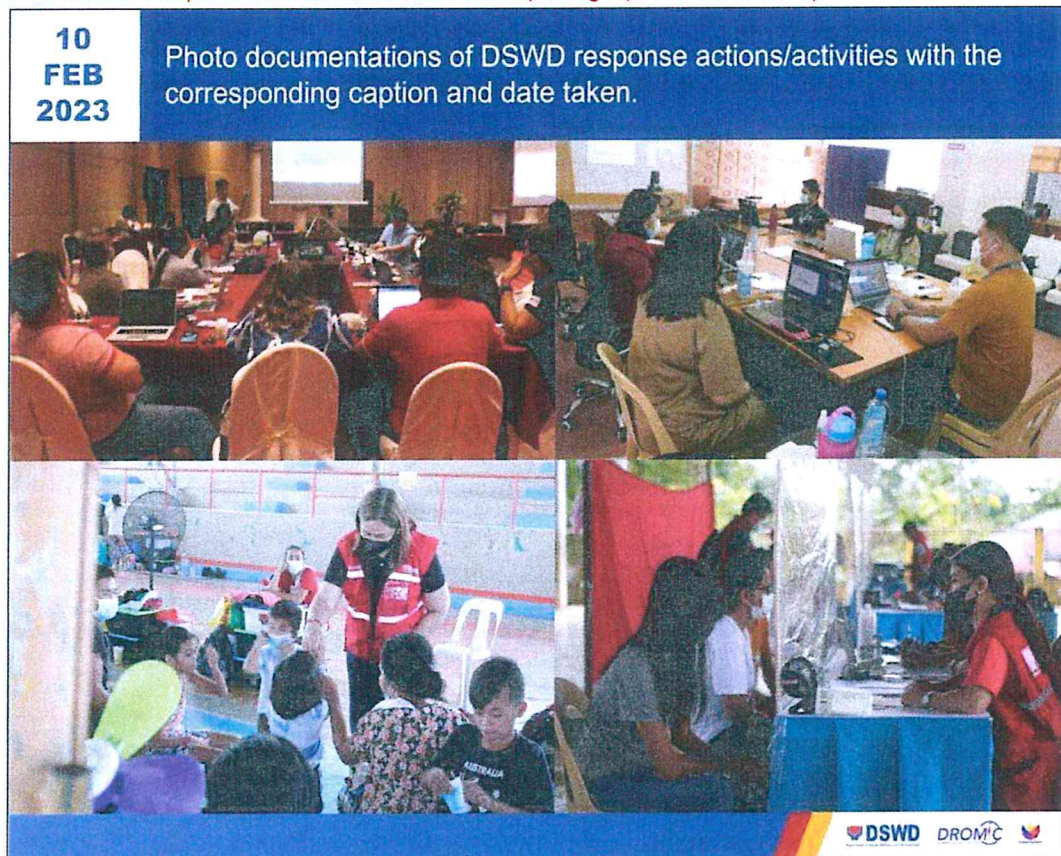
PROVINCE / MUNICIPALITY	COST OF ASSISTANCE				
	DSWD	LGUs	NGOs	OTHERS	GRAND TOTAL
GRAND TOTAL					
Province					
Municipality					
Municipality					
Municipality					
Municipality					

Note: ***

Source: _____

Annex I. Photo Documentation

(Photo documentations of response actions/activities with the corresponding caption and date taken.)



Prepared by:

Reviewed by:

Approved by:

Name, Position
Name, Position

Name, Position

Regional Director

[FOOTER] DSWD DROMIC Terminal Report on the [Incident Name] in [Brgy. / Municipality / Province], [Date and Time of Release] | Page 3 of 59

Annex E. SAMPLE BRIEFER (DISASTER)



DISASTER RESPONSE MANAGEMENT BUREAU
DISASTER RESPONSE MANAGEMENT GROUP
 DSWD-GF-003B | REV 01 | 22 SEP 2023

DRN: _____

BRIEFER ON (ACTIVITY/INCIDENT)

FOR	:	[TITLE, NAME] [Position/Designation, OBS/ FO]
SUBJECT	:	[XXX] (caps lock, bold, justify)
DATE	:	[XX XXX XXXX] (caps lock, bold, DAY MON YEAR)

Region:	
No. of Provinces:	
No. of Cities/ Municipalities:	
No. of Affected Families:	No. of Affected Individuals:
No. of Open Evacuation Centers (ECs):	
No. of Affected Families in ECs:	No. of Affected Individuals in ECs:
No. of Affected Families Outside ECs:	No. of Affected Individuals Outside ECs:
No. of Totally Damaged Houses:	No. of Partially Damaged Houses:
Total Assistance Provided (Amount):	
ASSISTANCE PROVIDED	
Family Food Packs (FFPs):	Cost:
Non-food Items (FNIs):	Cost:
Total:	
Total Stockpile / Standby Funds	
FFPs:	Cost:
FNIs:	Cost:
Standby Funds:	
Other details:	

PAGE 1 OF 2

DSWD Central Office, IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City, Philippines 1126
 Website: <http://www.dswd.gov.ph> Tel Nos.: (632) 8 931-8101 to 07 Telefax: (632) 8 931-8191



LIST OF ATTACHMENTS <i>(if applicable)</i>	
<i>[List down and itemize. Ensure proper tabbing/referencing of attachments.]</i>	
PREPARED BY:	RECOMMENDED BY:
<u>NAME</u> Designation / Office	<u>NAME</u> Designation / Office
NAME HEA/REA	
PAGE 2 OF 2	
<hr/> <small>DSWD Central Office, IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City, Philippines 1126 Website: http://www.dswd.gov.ph Tel Nos.: (632) 8 931-8101 to 07 Telefax: (632) 8 931-8191</small>	

Annex F. Components of the DROMIC Report

The DROMIC Report is designed to capture data on affected families and persons, displaced population movements, damaged properties, and critical services provided and activities undertaken during and after disasters. It is a source of vital information for DSWD, other government agencies, and stakeholders at various levels such as the NDRRMC, LGUs, media, etc. The following are the components of the DROMIC Report:

- A. Actions Taken** – This refers to the preparatory and progress actions undertaken by the CO, FO, concerned LGUs and agencies relative to IDP Protection, CCCM and FNIs documented and integrated in the DROMIC Report.
- B. Affected Families / Persons** – Individuals and families who were devastated by the impact of disaster, whether physical harm / damage befell upon them or their properties and/or whose daily functions are interrupted by the disaster (*Source: NDRRMOC SOPG*).

The **Number of Affected Families / Persons** is a vital part of the DROMIC Report and usually refers to the number of affected families / persons for each barangay. It shall be encoded in a DROMIC Spreadsheet to track the initial and upcoming updates.

Note: Affected families / persons are composed of displaced families / persons inside and outside evacuation centers and those Non-IDPs (families / persons categorized as indirectly affected and/or those who prefer to stay in their houses despite the threats / effects of a disaster-related incident.) This also applies to affected families / persons of an epidemic as defined in the List of Hazards / Disasters / Planned Events (Annex G).

- C. Cost of Assistance** – This vital data included in the DROMIC Report indicates the cost of the various forms of assistance given by the Department to the affected population either provided directly through its FOs or augmented by the latter based on the request of the LGUs. Other forms of assistance given by the concerned Provincial/City/Municipal LGUs (P/C/MLGUs), Non-Government Organizations (NGOs), Civil Society Organizations (CSOs), and National Government Agencies (NGAs) are also reported.
- D. CUM (Cumulative)** – Refers to the total number of an element (i.e., displaced families or persons and ECs) since the onset of the disaster.
- E. Damaged Houses** – This vital 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. The identification and validation of damaged houses per disaster shall be based on the existing guidelines of the Department.
- F. Disaggregated Data** – data disaggregation is the breakdown of observations to a more detailed level where more comprehensive observations are taken⁷. The guidelines on CCCM and IDP Protection mandates the reporting of sex and age disaggregated data of IDPs. In addition, the said guidelines also requires that documentation and profiling of the individuals and families such as the number of children, older persons, lactating and pregnant women, and persons with

⁷ Definition is from the United Nations Office of Disaster Risk Reduction (UNDRR)

disabilities inside the evacuation centers shall be followed at all stages of its operation-following standards set for reporting and recording of IDPs. Hence, the DROMIC Report shall feature disaggregated data on displaced families and persons inside ECs in sex, age, sectors, disability, and special needs.

- G. Documentations (e.g. photos and maps)** – Photo documentations are photos of the response actions undertaken by the FO in the provision of various forms of assistance to affected families and persons. Such photos are included in the latter portion of the DROMIC Report using the prescribed template as to the branding guidelines of the Digital Media Service (DMS) of the Strategic Communications Office. Maps are graphical documentations showing the magnitude of disaster/incident with spatial distribution of affected areas including the reported affected families on the ground.
- H. Internally Displaced Persons (IDPs)** – refers to the persons (or groups of persons) who have been forced or obliged to flee or to leave their homes or places of habitual residence as a result of or in order to avoid the effects of natural or human-induced hazards, and who have not crossed an internationally recognized border.
- I. NOW** - Refers to the total actual/current number of an element (i.e., displaced families or persons and evacuation centers) currently being served or utilized. As a general rule, the number is subject to decrease when:
- Displaced families/persons have returned to their respective places of origin
 - Displaced families/persons who sought temporary refuge from an evacuation center transferred to their relatives' or friends' house. In this case, the headcounts should be removed from the CUM and NOW in the "inside EC" column and be added to the CUM and NOW in the "outside EC" column or, vice versa.
- J. Predictive Analytics for Humanitarian Response (PAHR)** – a Geographic Information System (GIS) tool that makes predictions on potential disaster events to prepare humanitarian responses using mathematical theories, scientific processes, and spatial technologies based on current and historical data.
- K. Recommendations** – This is 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.
- L. Situation Overview** – a portion of the DROMIC narrative 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 usually comes from official Warning Agencies such as the The Department of Science and Technology's (DOST) Philippine Institute of Volcanology and Seismology (PHIVOLCS) and the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), or based on the actual or current situation. As the report progresses, only the latest updated information about the disaster or event being monitored are noted, based on updates from LGUs and concerned agencies.

M. Status of Displaced Families and Persons – a vital information in the DROMIC Report which refers to the number of displaced population staying in ECs or with their relatives or friends. Data on displaced families and persons inside ECs should be disaggregated by sex, age, sectors, disability, and special needs as noted in the cumulative (CUM) and current (NOW) columns.

N. 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.

O. Status of Stranded Passengers – refers to the number of affected travelers in airports, sea ports or transport terminals as verified by the LGU or the Philippine Coast Guard. The data on the status of stranded passengers are only included in the narrative portion of the DROMIC Report Data presented should be SADDD, if available.

P. 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.

CONTENTS REQUIRED	DROMIC REPORTS								
	PREPAREDNESS FOR RESPONSE		INITIAL REPORT		PROGRESS REPORTS		TERMINAL REPORT		
	FO	CO	FO	CO	FO	CO	FO	CO	
Situation Overview (updated as situation progresses)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Predictive Analytics for Humanitarian Response	✓	✓	X	✓	X	X	X	X	X
Status Stockpiles & Standby Funds	✓	✓	✓	✓	✓	✓	✓	✓	✓
Human Resource Capacities	✓	✓	✓	✓	✓	✓	✓	✓	✓
Number of Affected Families / Persons	X	X	✓	✓	✓	✓	✓	✓	✓
Status of Displaced Population A. Inside ECs B. Outside ECs	X	X	✓ (pre-emptive evacuatio ns)	✓ (pre-emptive evacuatio ns)	✓	✓	✓	✓	✓

CONTENTS REQUIRED	DROMIC REPORTS							
	PREPAREDNESS FOR RESPONSE		INITIAL REPORT		PROGRESS REPORTS		TERMINAL REPORT	
	FO	CO	FO	CO	FO	CO	FO	CO
Status of Stranded Passengers	X	X	✓	✓	✓	✓	✓	✓
Damaged Houses	X	X	✓	✓	✓	✓	✓	✓
Cost of Humanitarian Assistance Provided	X	X	✓	✓	✓	✓	✓	✓
Response Actions and Interventions Taken	✓	✓	✓	✓	✓	✓	✓	✓
Gaps/Challenges and Status/Actions Undertaken	✓	✓	✓	✓	✓	✓	✓	✓
Documentations (e.g. photo, map)	✓	✓	✓	✓	✓	✓	✓	✓

Annex G. List of Hazards / Disasters / Planned Events⁸

I. Natural

A. Geohazards - These are natural earth processes or phenomena such as earthquakes, volcanic eruptions, landslides that may cause the loss of life, injury, property damage, social and economic disruption, or environmental degradation (Source: DOST-PHIVOLCS).

1. **Ashfall / Tephra Fall and Ballistic Projectiles** - Tephra (fragmented volcanic particles) or ash (fragmented volcanic particles less than 2-mm in diameter) propelled through the atmosphere in an eruption plume or an eruption column eventually fall or gravitationally settle over areas downwind of an erupting volcano, forming blankets of tephra fall or ashfall. Ashfall can also be rained out from the ash clouds of Pyroclastic density currents (PDCs). Large particle tephra called volcanic bombs that are too heavy to transport in eruption columns are ejected straight out of the volcanic vent as ballistic projectiles that fall near the vent. Tephra or ashfall can accumulate as thick blankets of material, causing infrastructural damages, roof collapse, contamination of water resources and burial. Ashfall is a health hazard and a danger to aircraft and other industrial machinery, such as those for transportation and power generation (Source: DOST-PHIVOLCS).
2. **Earthquake** - An earthquake is a weak to violent shaking of the ground produced by the sudden movement of rock materials below the earth's surface. The hazards directly associated with an earthquake are: a) Ground Rupture, b) Ground Shaking, C) Liquefaction, D) Earthquake-induced Landslide, and e) Tsunami (Source: DOST-PHIVOLCS).
3. **Fissures** - Ground fissures form in response to tensional stresses, most commonly in unconsolidated sediment, but also in rock. As a volcanic hazard, it is when an ascending magma causes the volcano edifice to swell before and during an eruption, causing the ground to break up into fissures, typically along weaknesses in the rock such as fractures or faults. After magma has been erupted, its removal from the subsurface can cause the ground to sink and subside and further fissuring to occur. Ground subsidence and fissuring are typically accompanied by earthquakes, and altogether can cause infrastructural and house or building damages, loss or degradation of land surface and re-routing of waterways and rivers (Sources: United Nations Office for Disaster Risk Reduction (UNDRR) and DOST-PHIVOLCS).
4. **Ground Rupture** - Deformation on the ground that marks the intersection of the fault with the earth's surface (Source: DOST-PHIVOLCS).
5. **Lahar** - is an Indonesian term and is sometimes called volcanic mudflows or debris flows, are slurries of volcanic sediment, debris and water that cascade down a volcano's slopes through rivers and channels. Lahars in tropical areas are mainly generated by torrential rainfall on unconsolidated deposits from a past eruption. These can also be triggered by the sudden draining of a crater

⁸ Main reference for the list, categorization and definition of hazards (Hazard Information Profiles: Supplement to UNDRR-ISC Hazard Definition & Classification Review-Technical Report). Retrieved June 01, 2023. <https://www.undrr.org/media/73913/download?startDownload=true>

lake or a collapsed natural or man-made dam or the movement of a PDC into a river or lake and eventual mixing with water (*Source: NDRRMOC SOPG*).

6. **Landslide** - A landslide is the mass movement of rock, soil, and debris down a slope due to gravity. It occurs when the driving force is greater than the resisting force. It is a natural process that occurs in steep slopes. The movement may range from very slow to rapid. It can affect areas both near and far from the source. Landslide materials may include: Soil, Debris, Rock, Garbage (*Source: DOST-PHIVOLCS*).
7. **Liquefaction** - It is a process that transforms the behavior of a body of sediments from that of a solid to that of a liquid when subjected to extremely intense shaking. As a result, any heavy load on top of the sediment body shall either sink or tilt as the sediment could no longer hold the load (*Source: DOST-PHIVOLCS*).
8. **Mud Flow** - A mud flow is a flow of water so heavily charged with sediment and debris that the flowing mass is thick and viscous (*Source: UNDRR*).
9. **Sinkhole** - A sinkhole is a closed depression in karst (a landscape resulting from the dissolution of soluble rock) by current or palaeo internal drainage, also known as a doline. This is one of several hazards that result in subsidence, i.e., lowering or collapse of the ground (*Source: UNDRR*).
10. **Soil Erosion** - Soil erosion is defined as the accelerated removal of topsoil from the land surface through water, wind and tillage. Soil erosion decreases agricultural productivity, degrades ecosystem functions, amplifies hydrogeological risk such as landslides or floods, causes significant losses in biodiversity, damage to urban infrastructure and, in severe cases, leads to displacement of human populations. (*Source: UNDRR*)
11. **Volcanic eruption** - It is a process wherein molten rock materials are emitted or ejected in the form of flowing masses of lava or fragmental particles called pyroclastics with gas from a crater, vent or fissure. The volcanic hazards directly associated with an eruption are: a) Lava flow, b) Tephra fall or ashfall and ballistic projectiles, c) Pyroclastic density currents or PDCs (pyroclastic flow, pyroclastic surge, base surge) d) Lateral blast, and e) Volcanic gases. The volcanic hazards indirectly associated with eruption are: a) Lahar, flooding, b) Debris avalanche, landslide, c) Volcanic tsunami, d) Ground deformation (subsidence, fissuring), e) Secondary explosion, f) Secondary PDCs and ashfall (*Source: DOST-PHIVOLCS*).

B. Meteorological and Hydrological Hazards - Meteorological and hydrological hazards are those resulting from the state and behaviour of the Earth's atmosphere, its interaction with the land and oceans, the weather and climate it produces, and the resulting distribution of water resources. Some of the most devastating hazards include tropical cyclones, drought, riverine floods, and heatwaves. These hazards are observed, monitored, and forecasted by the national meteorological and hydrological services of each country (*Source: UNDRR*).

1. **Big Waves / Rogue Waves** - A wave is a small cyclonic circulation in the early stages of development that moves along a cold front. Meanwhile, rogue waves are extreme waves with overall or crest heights that are abnormally high

relative to the background significant wave height (*Sources: DOST-PAGASA and UNDRR*).

2. **El Niño** - El Niño is the “warm phase” of a larger phenomenon called the El Niño-Southern Oscillation (ENSO). It is a large-scale oceanographic/meteorological phenomenon that develops in the Pacific Ocean, and is associated with extreme climatic variability i.e., devastating rains, winds, drought, etc. It is the migration from time to time of warm surface waters from the western equatorial Pacific Basin to the eastern equatorial Pacific region, along the coasts of Peru and Ecuador. This condition can prevail for more than a year thus adversely affecting the economy in both local and global scale. El Niño has sectoral impacts on the following: a) agriculture b) water resources c) marine resources d) human health and e) environment. El Niño increases the likelihood of below-normal rainfall conditions, which could bring negative impacts in some areas of the Philippines. However, over the western part of the country, above-normal rainfall conditions during the Southwest monsoon season (Habagat) may also be expected. Drought, dry spell and dry condition events are associated with the occurrence of El Niño in the Philippines (*Source: DOST-PAGASA*).
3. **Flash Flood** - Flooding caused by a rapid rise in the water level of rivers, streams, or lakes, usually as a result of heavy rains (*Source: DOST-PAGASA*).
4. **Flood / Flooding** - Floods are the most frequent type of natural disaster and occur when an overflow of water submerges land that is usually dry. Floods are often caused by heavy rainfall, rapid snowmelt or a storm surge from a tropical cyclone or tsunami in coastal areas. Floods can cause widespread devastation, resulting in loss of life and damages to personal property and critical public health infrastructure (*Source: World Health Organization (WHO)*).
5. **Hail / Hailstorm** - Hail is precipitation in the form of particles of ice (hailstones). These can be either transparent, or partly or completely opaque. They are usually spheroidal, conical or irregular in form, and generally 5–50 mm in diameter. The particles may fall from a cloud either separately or agglomerated in irregular lumps. Falls of hail always occur as showers. They are generally observed during heavy thunderstorms (*Source: UNDRR*).
6. **Heavy Rain / Heavy Rainfall** - Heavy rainfall is defined as high amounts of precipitation in a short period of time, which usually falls spatially limited and is accompanied by short warning times due to its convective origin. The very large amounts of rainfall can cause water levels in small rivers and streams to rise rapidly, leading to flooding. Flash floods occur even without bodies of water due to the enormous amount of rain, especially on slopes. The rain masses running off the surface collect in topographically low areas and can cause flooding and damage to infrastructure.⁹
7. **Tornado / Whirlwind** - A violently rotating column of air that reaches from the base of a cloud to the ground (in funnel shape). In other areas, it is called a violent thundersquall (*Source: DOST-PAGASA*).

⁹ Definition is from the DKKV, a national platform for disaster risk reduction in Germany. Retrieved on June 02, 2023. <https://dkkv.org/en/topics/heavy-rain/>

8. **Tropical Cyclone** - A generic term for warm core, non-frontal synoptic scale cyclone originating from tropical or subtropical waters with organized deep convection and a closed surface wind circulation about a well-defined centre. (*Sources: NDRRMOC SOPG and UNDRR*)

The intensity of tropical cyclones vary, thus, we can classify them based upon their degree of intensity. The classification of tropical cyclones according to the strength of the associated winds as adopted by DOST-PAGASA as of 23 March 2022 are as follows:

- a) **Tropical Depression (TD)** - A tropical cyclone with maximum sustained winds of up to 61 kilometers per hour (kph) or less than 34 nautical miles per hour (knots).
 - b) **Tropical Storm (TS)** - A tropical cyclone with maximum wind speed of 62 to 88 kph or 34 - 47 knots.
 - c) **Severe Tropical Storm (STS)** - A tropical cyclone with maximum wind speed of 89 to 117 kph or 48 - 63 knots.
 - d) **Typhoon (TY)** - A tropical cyclone with maximum wind speed of 118 to 184 kph or 64 - 99 knots.
 - e) **Super Typhoon (STY)** - A tropical cyclone with maximum wind speed exceeding 185 kph or more than 100 knots.
9. **Trough** - The elongated area of low barometric pressure that generally stretches north and south. This is the line where the lowest readings of the barometer shall be recorded (*Source: DOST-PAGASA*).
10. **Tsunami** - is a series of sea waves commonly generated by under-the-sea earthquakes and whose heights could be greater than five (5) meters. It is erroneously called tidal waves and sometimes mistakenly associated with storm surges. Tsunamis can occur when the earthquake is shallow-seated and strong enough to displace parts of the seabed and disturb the mass of water over it. Volcanic eruptions, submarine landslides, and coastal rock falls can also generate tsunamis, as can a large meteorite impacting the ocean. These waves may reach enormous dimensions and travel across entire ocean basins with little loss of energy. Tsunamis steepen and increase in height on approaching shallow water, inundating low-lying areas, and where local submarine topography causes the waves to steepen, they may break and cause great damage (*Source: DOST-PAGASA and UNDRR*).
11. **Waterspout** - A tornado-like vortex and cloud occurring over a body of water, frequently in tropical waters (*Sources: DOST-PAGASA and UNDRR*).

12. Others

- a) **Easterlies** - winds coming from the east, passing through the Pacific Ocean (*Source: DOST-PAGASA*).
- b) **Easterly / Easterly Wave** - A migratory wave-like disturbance of the tropical easterlies. It is a wave within the broad easterly current and moves from east to west, generally more slowly than the current in which it is embedded (*Source: DOST-PAGASA*).
- c) **Intertropical Convergence Zone (ITCZ)** - Series of low pressure areas brought about by converging northeast (NE) and southeast (SE) winds that cause thunderstorms and rainshowers (*Source: DOST-PAGASA*).

- d) **Low Pressure Area (LPA) / Depression / Cyclone** - A depression or cyclone is a region of the atmosphere in which the pressures are lower than those of the surrounding region at the same level. A depression or area of low pressure generally refers to as LPA (*Source: UNDRR*).
- e) **Monsoon** - A wind that reverses its direction with the season, blowing more or less steadily from the interior of a continent toward the sea in winter, and in the opposite direction during summer (*Source: DOST-PAGASA*).
- f) **Northeast Monsoon (Amihan)** - Cold winds from the northeast that bring rains over the eastern side of the country (*Source: NDRRMC SOPG*).
- g) **Shear Line (Tail-End of a Cold Front / Tail-End of a Frontal System)¹⁰** - The shear line is commonly defined as the convergence of cold and warm winds. The cold winds brought along by Amihan is met by the warm winds from the easterlies from the Pacific Ocean causing heavy rains and thunderstorms.
- h) **Southwest Monsoon (Habagat)** - Warm moist winds from the southwest causing rains over the western portion of the country from May to September (*Source: NDRRMOC SOPG*).
- i) **Thunderstorm** - Weather disturbance that produces thunder and lightning, aside from wind and rain. Thunderstorms occur locally, often as episodes of cyclones, and in common with squalls, are marked by abrupt variations in pressure, temperature, and wind (*Source: DOST-PAGASA*).

II. Human-Induced

A. Societal hazards - Societal hazards are brought about entirely or predominantly by human activities and choices, and have the potential to endanger exposed populations and environments. They are derived from sociopolitical, economic activity, cultural activity and human mobility and the use of technology, but also of societal behaviour – either intentional or unintentional. Societal hazards also have the potential to result in disasters and cause significant numbers of deaths, illness, injury, disability and other health effects, disruption to societal systems and services, and social, economic and environmental impacts (*Source: UNDRR*).

1. **Armed Conflict** - Any use of force or armed violence between States or a protracted armed violence between governmental authorities and organized armed groups or between such groups within that State: Provided, that such force or armed violence gives rise, to a situation to which the Geneva Convention of 12 August 1949, including their common Article 3, apply. Armed conflict may be international (International Armed Conflict or IAC), that is, between two (2) or more States, including belligerent occupation; or non-international (Non-International Armed Conflict or NIAC), that is, between governmental authorities and organized armed groups or between such groups within a state. It does not cover internal disturbances or tensions such as riots, isolated and sporadic acts of violence or other acts of a similar nature (*Source: NDRRMOC SOPG*).
2. **Civil Strife / Civil Unrest** - 'Civil unrest' is an umbrella term for a wide spectrum of phenomena, and although there is no commonly agreed United

¹⁰ According to DOST-PAGASA, the term "Shear Line" is now more commonly used as a substitute for Tail-End of a Cold Front / Tail-End of a Frontal System.

Nations definition the term is used widely among United Nations agencies, funds and programmes, particularly to describe violent and non-violent group acts. A suggested definition for 'civil unrest' is as follows: a term that includes limited political violence (such as acts of 'terrorism', individual assassinations, etc.), sporadic violent collective action (such as riots), or nonviolent and mildly violent collective action (such as protests, demonstrations, etc.) – all of which tend to take place in times of peace (*Source: UNDRR*).

3. **Fire / Urban Fire / Conflagration** - A fire is a state of combustion, whereby heat and light are produced. In other words, a fire is the destructive burning of material that produces light, flame, heat and smoke.¹¹ Urban fires are fire involving buildings or structures in cities or towns with potential to spread to adjoining structures. Triggers of urban fires are numerous, from human actions (e.g., knocking over a candle) and technological triggers (e.g., power surge overloading appliances), to natural triggers (e.g., wildland fires interacting with urban areas). Conflagration is a large disastrous fire involving numerous buildings, houses or structures (*Sources: NDRRMOC SOPG and UNDRR*).
4. **Rido or Clan Feuds** - Rido is a type of conflict characterized by sporadic outbursts of retaliatory violence between families and kinship groups as well as between communities.¹²
5. **Social Disorganization** - a state of society characterized by the breakdown of effective social control resulting in a lack of functional integration between groups, conflicting social attitudes, and personal maladjustment.¹³
6. **Stampede or Crushing** - Stampede or crushing is the surge of individuals in a crowd, in response to a perceived danger or loss of physical space. It often disrupts the orderly movement of crowds resulting in irrational and dangerous movement for self-protection leading to injuries and fatalities (*Source: UNDRR*).
7. **Shooting and Mass Shooting Incident** - Mass shooting or sometimes called active shooter incidents, as defined by the Federal Bureau of Investigation (FBI) of the United States of America, is an event in which one or more individuals are actively engaged in killing or attempting to kill people in a populated area. Implicit in this definition is the shooter's use of a firearm.¹⁴

III. Others¹⁵

A. Biological - Biological hazards, which cover a range of hazards of organic origin, can cause significant loss of life, affecting people and animals at the population level, as well as plants, crops, livestock, and endangered fauna and flora, and can lead to severe

¹¹ Definition is from the Office of Disaster Preparedness and Emergency Management (ODPEM) of Jamaica. Retrieved on June 03, 2023. <https://www.odpem.org.jm/the-odpem/>

¹² Definition is from the official book website summary of Wilfredo Torres III titled "Rido: Clan Feuding and Conflict Management in Mindanao" that is officially published by the Ateneo De Manila University Press. Retrieved on June 03, 2023. <https://unipress.ateneo.edu/product/rido-clan-feuding-and-conflict-management-mindanao>

¹³ Definition is from the official website of the Merriam-Webster Dictionary. Retrieved on June 03, 2023. <https://www.merriam-webster.com/dictionary/social%20disorganization>

¹⁴ Definition from the official website of the Encyclopedia Britannica, Inc as referred from the official website of the United States (US) Federal Bureau of Investigation (FBI). Retrieved on 11 October 2023. <https://www.britannica.com/topic/homicide>

¹⁵ Includes types of hazards and disasters which may belong to both the Natural or Human-induced categories

economic and environmental losses. They include pathogenic microorganisms, and toxins and bioactive substances that occur naturally or are deliberately or unintentionally released (*Source: UNDRR*).

1. **Epidemic** - Refers to the occurrence in a community or region of cases of an illness, specific health-related behavior, or other health-related events clearly in excess of normal expectancy. The community or region and the period in which the cases occur are specified precisely. The number of cases indicating the presence of an epidemic varies according to the agent, size, and type of population exposed; previous experience or lack of exposure to the disease; and time and place occurrence (*Source: NDRRMOC SOPG*).
2. **Poisoning** - Clinical condition produced by exposure to an agent in doses considered to be toxic (*Source: WHO¹⁶*).
3. **Marine Toxins** - Marine toxins (biotoxins) are naturally occurring chemicals, mostly caused by certain types of toxic algae, but also by bacteria. These toxins can accumulate in fish and shellfish and present a human health hazard. When people consume such contaminated aquatic products, depending on the toxins, they can evoke a variety of gastrointestinal and neurological illnesses (paralytic shellfish poisoning, amnesic shellfish poisoning, diarrhoeic shellfish poisoning, neurotoxic shellfish poisoning, azaspiracid shellfish poisoning and ciguatera poisoning). Marine toxins are produced by algae or bacteria and are concentrated in contaminated fishery and aquaculture products. When people consume these contaminated products, depending on the toxin, the symptoms can be diarrheic, paralytic, amnesic, or neurologic, some of which result in high mortality and long-term morbidity (*Source: UNDRR*).

B. Environmental - Environmental hazards arise through degradation of the natural systems and ecosystem services upon which humanity depends. Ecosystem services including air, water, land, biodiversity, and some key earth processes are threatened by environmental degradation, here defined as loss of utility. Degradation can be a very gradual process and be hard to discern on a day-to-day basis such as biodiversity loss and land salination but it can also be very rapid as with sudden contamination, deforestation or other disturbance (*Source: UNDRR*).

1. **Eutrophication** - the overabundance of nutrients in a body of water that results in harmful algal blooms, fish kills, and in some cases ecosystem collapse. It is a process driven by enrichment of water by nutrients, particularly compounds of nitrogen and/or phosphorus, leading to increased growth, primary production and biomass of algae; changes in the balance of nutrients causing changes to the balance of organisms; and water quality degradation (*Source: UNDRR*).
2. **Wildfires** - any unplanned or uncontrolled fire affecting natural, cultural, industrial and residential landscapes. Wildfires are either started by natural causes (lightning, occasionally by burning coal seams or volcanic activity) or – predominantly at global level – by human activities and primarily by burning live or dead vegetation in natural or anthropogenically altered ecosystems. These include forests, grasslands, bush (shrub, scrub), and organic terrain (peatlands, wetlands), cultivated lands (agricultural and pasture lands, plantations,

¹⁶ Definition came from an online document produced by WHO. Retrieved on June 03, 2023.
https://cdn.who.int/media/docs/default-source/chemical-safety/intox/definitions_en.pdf?sfvrsn=f72c8129_22

abandoned formerly cultivated lands) as well as protected lands (wilderness, conservation sites) (Source: UNDRR).

C. Technological - Technological hazards originate from technological or industrial conditions, dangerous procedures, infrastructure failures or specific human activities. Technological hazards also may arise directly as a result of the impacts of a natural hazard event (Source: UNDRR).

1. **Critical Infrastructure Failure** - Critical Infrastructure failure is defined as the failure in one or more of the physical structures, facilities, networks and other assets which provide services that are essential to the social and economic functioning of a community or society (Source: UNDRR).
2. **Leaks and Spills** - A leak or a spill is an incident involving the uncontrolled release of a toxic substance, potentially resulting in harm to public health and the environment. Chemical incidents can occur as a result of natural events, or as a result of accidental or intentional events. These incidents can be sudden and acute or have a slow onset when there is a 'silent' release of a chemical. Chemical leaks and spills can range from small releases to full-scale major emergencies (Source: UNDRR).
 - a) **Oil Pollution / Oil Spill** - Oil pollution includes the accidental or deliberate, operational spills of oil from ships, especially tankers, offshore platforms and pipelines. Oil discharges to the marine environment may occur from natural seeps, and ocean-based and land-based sources. Examples of ocean-based discharges are oil spills from ships/tankers and offshore platforms and pipelines. Examples of land-based sources are untreated sewage and storm water, rivers, coastal industries, coastal refineries, oil storage facilities, oil terminals and reception facilities (Source: UNDRR).
3. **Maritime Accidents and Incidents** - Damage to ships or other facilities involved in ship operation and when there are casualties related to ship structures, equipment or operations. This includes collision, grounding, sinking, flooding, capsizing, fire, explosion, missing, and damage to facilities.¹⁷
4. **Mining Hazards** - Mining hazards can be defined as having major environmental impacts including the production of waste, release of toxic and hazardous waste, air pollution and emissions, water pollution and depletion, and the loss of productive land and ecosystems. The most common mining hazards include but are not limited to ground collapse, subsidence, fault reactivation and fissures, mine water rebound, acid mine water drainage, mine gas emissions, and combustion. Other notable hazards are mining-induced landslides, mining-induced seismicity, waste, dereliction, and contamination (Source: UNDRR).
5. **Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)** - CBRN is an acronym for chemical, biological, radiological and nuclear. It is used to refer to situations in which a threat is manifested by the presence or use of any

¹⁷ Definition from the official website of the Japanese Ministry of Land, Infrastructure, Transport and Tourism. Retrieved on June 03, 2023. <https://www.mlit.go.jp/jtsb/lawreg/marinedefi.html>.

of such agents. Sometimes the acronym is extended to CBRNE, where the E refers to the threat of malicious use of explosives.¹⁸

- a) **Explosion** - Explosion-related technological incidents can be defined as accidental or intentional events that result in the actual or potential exposure of responders and/or members of the public to a chemical hazard. The effects of explosions can be devastating in terms of lives lost, injuries, damage to property and the environment, and to business continuity (Source: UNDRR).
- b) **Nuclear Explosion / Blast** - explosion that occurs as a result of the rapid release of energy from a nuclear device detonation. This can cause significant damage and casualties from blast, heat, and radiation.¹⁹

- 6. **Aviation Incidents / Air Transportation Accident** - An air transportation accident is defined as an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which one of the following applies: a person is fatally or seriously injured, the aircraft sustains damage or structural failure, and the aircraft is missing or is completely inaccessible (Source: UNDRR).

D. Planned / Special Events (Religious events, regular and special non-working holidays and other high profile / high-density gatherings) - Any high-density events that pose potential threats and/or loss of life, injury, illness or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

Note: For any hazard / disaster that will emerge in contextual situations and is not included in Annex G, the FO shall coordinate with the DROMIC CO for further clarification and technical assistance.

¹⁸ Definition is from the official website of the EU Science Hub of the European Union. Retrieved on June 03, 2023. https://joint-research-centre.ec.europa.eu/scientific-activities-z/chemical-biological-radiological-and-nuclear-hazards_en

¹⁹ Definition from the official website of the US Air Force Emergency Management. Retrieved on June 03, 2023. <https://www.beready.af.mil/Disasters-Emergencies/Man-Made-Incident/Nuclear-Explosion/>

Annex H. Response Cluster Updates

Response Cluster Updates on Severe Tropical Storm “Paeng” as of 11 November 2022, 6AM

Response Actions and Interventions**a. Food and Non-food Items (FNIs)***Table 9. Current Releases*

DSWD FIELD OFFICE	DESTINATION	ITEM	QTY	DISPATCHED	ETA	STATUS
FO V						
	Barbaza, Antique	Hygiene Kits	1	Nov 2, 2022	Nov 2, 2022	In Transit
	Bogtong, Legazpi, Albay	FFPs	1	Nov 2, 2022	Nov 2, 2022	In Transit

*Source: DSWD-NRLMB***Actions Taken:**

DATE	ACTIVITIES
07 November 2022	•

b. Internally Displaced Person (IDP) Protection**Actions Taken:**

DATE	ACTIVITIES
02 November 2022	• DSWD Officials visited an open EC in Brgy. Cansaga, Consolacion, Cebu to check on the condition and needs of the IDPs.

c. Camp Coordination and Camp Management (CCCM)**Actions Taken:**

DATE	ACTIVITIES
29 October 2022	• There were 3,539 families or 16,006 persons who pre-emptively evacuated to 107 ECs.

d. Other Activities

DATE	ACTIVITIES
10 November 2022	•

Annex I. Assistance to Individuals in Crisis Situations (AICS) Updates

As of **10 November 2022** at **12NN**, a total of **₱2,385,000.00** worth of financial assistance was also provided to **728 beneficiaries** in **Region II** through the **Assistance to Individuals in Crisis Situations (AICS)** (see Table 1).

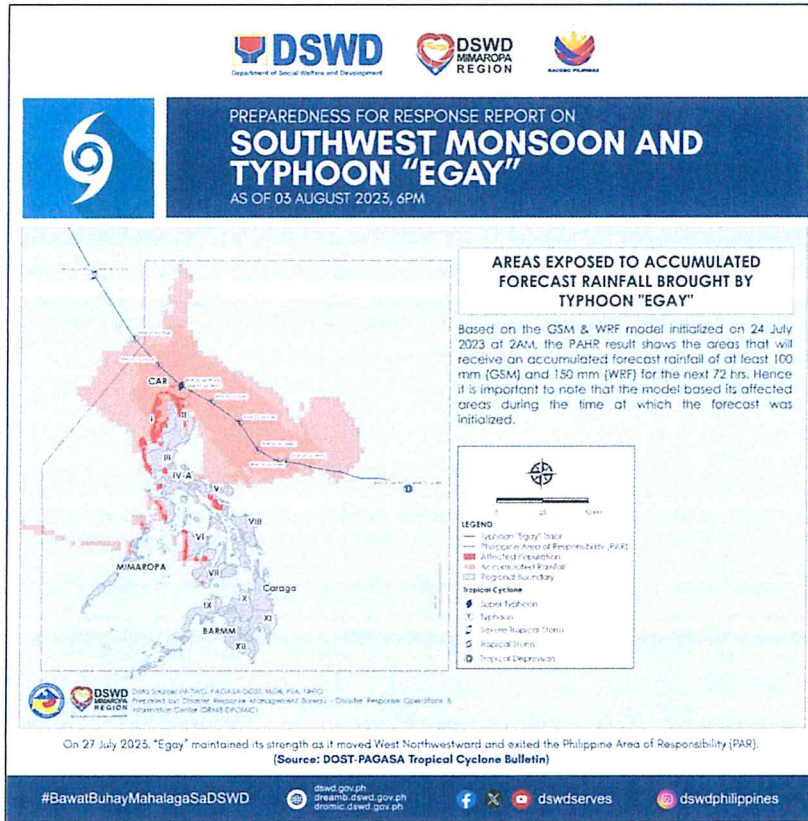
Table 1. Total Cost of AICS Provided to STS Paeng-affected Families / Individuals

REGION / PROVINCE / CITY / MUNICIPALITY	NUMBER OF BENEFICIARIES	TOTAL AMOUNT
GRAND TOTAL	728	2,385,000.00
REGION II	728	2,385,000.00
Cagayan	728	2,385,000.00
Alcala	62	186,000.00
Amulung	13	39,000.00
Iguig	97	291,000.00
Santo Niño (Faire)	2	6,000.00
Tuao	43	330,000.00
Tuguegarao City	511	1,533,000.00

Note: Ongoing assessment and validation being conducted.

Source: DSWD Program Management Bureau – Crisis Intervention Division (PMB-CID)

Annex J. Sample DROMIC Preparedness for Response Infographics



Annex K. Sample DROMIC Progress Report Infographics

