

ADMINISTRATIVE ORDER

NO. 07
Series of 2020

SUBJECT : GUIDELINES ON THE GRANT OF SPECIAL EMERGENCY LEAVE TO DSWD EMPLOYEES AFFECTED BY NATURAL CALAMITIES/DISASTERS

I. RATIONALE

In light of the natural calamities experienced by the country as a result of climate change and global warming, the Civil Service Commission (CSC) deemed it necessary to provide assistance in the form of Special Emergency Leave to government employees in officially declared calamity areas. Hence, the issuance of CSC Memorandum Circular Nos. 2¹ and 16², series of 2012.

In this regard, this Memorandum is being issued to reiterate the guidelines on the grant of Special Emergency Leave to DSWD employees affected by natural calamities/disasters and to provide internal guidelines and administrative procedures on its availment, to ensure uniform interpretation and implementation thereof.

II. LEGAL BASES

1. CSC Memorandum Circular No. 2 series of 2012
2. CSC Memorandum Circular No.16 series of 2012
3. National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Order No. 60, series of 2019³
4. Section 16 of the Republic Act No. 10121⁴

III. SCOPE

This Memorandum shall cover all DSWD Officials and employees either permanent, temporary, coterminous, casual and contractual whose employment is in the nature of a regular employee, who is directly affected by all-natural calamities/disasters.

¹ Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters

² Supplemental Guidelines in the Grant of Special Emergency Leave

³ Revised Guidelines for the Declaration of a State of Calamity

⁴ An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds Therefor and For Other Purposes



IV. DEFINITION OF TERMS

The following terms used in this Memorandum shall be construed as follows:

1. **"Affected by a natural calamity/disaster"** may be in any of the following circumstances:
 - a. DSWD employees whose **permanent, home, and/or current** residence has been affected by a natural calamity/disaster.
 - b. DSWD employees who are **currently working, assigned, or detailed** in a location which has been affected by a natural calamity/disaster.
 - c. DSWD employees whose permanent, home, and/or current residence is not located in an area which was declared under state of calamity **but was nonetheless severely** affected by the national calamity/disaster.
2. **"Disaster"** – 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.⁵
3. **"Emergency"** - unforeseen or sudden occurrence, especially danger, demanding immediate action⁶.
4. **"Employee"** – a term used to collectively refer to those personnel holding a permanent, coterminous, temporary, casual or contractual appointment.
5. **"Immediate family"** – refers to spouse, children, parents, unmarried brothers and sisters and any relative living under the same roof or dependent upon the employees for support.⁷

⁵ Republic Act No. 10121, The Philippine Disaster Risk Reduction and Management Act of 2010.

⁶ Republic Act No. 10121, The Philippine Disaster Risk Reduction and Management Act of 2010.

⁷ CSC Omnibus Rules on Leave, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order 292



6. **“Natural Calamity”** – any case that have profound environmental effect and/or human loss and frequently cause financial loss, such as, but not limited to the following:
 - a. Earthquakes
 - b. Flooding
 - c. Volcanic eruption
 - d. Landslide
 - e. Severe Ash Fall
 - f. Tsunami
 - g. Widespread Bush Fire
7. **“Non-Commutative”** – refers to the non-conversion of unused leave credits to their corresponding money value.
8. **“Non-Cumulative”** – refers to the non-incremental acquisition of unused leave credits.
9. **“Severely Affected”** – This can be measured by the presence of any of these factors: loss of life of an immediate family member, injury, disease, and other negative effects on human, physical, mental, and social well-being, together with damage to property, destruction of assets, and loss of services.
10. **“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.⁸

V. GENERAL GUIDELINES

1. The grant of the Special Emergency Leave shall be based on the declaration of state of calamity by the President of the Philippines or by the Local Sanggunian pursuant to Section 16 of Republic Act No. 10121 (*Philippine Disaster Risk Reduction and Management Act of 2010*).

However, CSC Memorandum Circular No. 16, series of 2012, provides that in case a specific area was not declared under state of calamity but was nonetheless severely affected by the national calamity/disaster, the head of agency, in the exercise of his/her sound discretion, may grant the Special Emergency Leave to affected employees based on proof or evidence presented or news account.

⁸ Republic Act No. 10121, The Philippine Disaster Risk Reduction and Management Act of 2010.

2. The purpose of the Special Emergency Leave may be any of the following:
 - a. For urgent repair and clean-up of damaged house;
 - b. Being stranded in affected areas;
 - c. Disease/illness of the DSWD employee brought about by the natural calamity/disaster;
 - d. Caring of immediate family members of the DSWD employee affected by natural calamity/disaster.
3. The Special Emergency Leave shall be for a maximum of five (5) days in a year. The said leave is non-commutative and non-cumulative.
4. The Special Emergency Leave may be availed of within thirty (30) calendar days from the actual occurrence of the natural calamity/disaster and can be applied for five (5) straight working days or on staggered basis.
5. The approving authority of leave application, in accordance with the Delegation and Delineation of Authority in the DSWD, upon recommendation, shall take full responsibility for the grant of Special Emergency Leave and verification of the employee's eligibility to be granted thereof. Said verification shall include:
 - a. Validation of place of residence based on latest available records of the affected employee;
 - b. Verification that the place of residence is covered in the declaration of calamity area by the proper government agency;
 - c. And such other proofs as may be necessary.
6. In cases when a DSWD employee resides in a specific area that was not declared under state of calamity but was nonetheless affected by the national calamity/disaster, the following officials, in the exercise of his/her sound discretion, may declare an area as severely affected based on proof or evidence presented:
 - **Department Secretary** – has the authority to declare areas in the National Capital Region (NCR) as severely affected.
 - **Regional Director** (except the Regional Director of NCR) – has the authority to declare areas in his/her respective area of responsibility as severely affected.

These declarations will serve as reference in the approval of the grant of Special Emergency Leave to those severely affected by a natural calamity/disaster. Approving authority of said leave is in accordance with the Delegation and Delineation of Authority in the DSWD.

VI. ADMINISTRATIVE PROCEDURES ON THE AVAILMENT OF THE SPECIAL EMERGENCY LEAVE

1. Application for Special Emergency Leave of DSWD Official/employee directly affected by all natural calamities/disasters shall be filed immediately or within three (3) working days upon return from such leave. However, the DSWD Official/employee should inform his/her supervisor of inability to report for work.
2. Considering that Special Emergency Leave may be availed of within thirty (30) days from the actual occurrence of the natural calamity/disaster, the application may also be filed at least three (3) working days prior to availment of such leave.
3. The application for leave shall be supported by the following, as the case may be:
 - a. If the DSWD employee whose permanent, home, or current residence has been affected by a natural calamity/disaster:

Example: A DSWD employee who is living temporarily [e.g. apartments, boarding houses, etc.] in an area outside of the scope of the declared state of calamity areas [e.g. Metro Manila] but his/her permanent home, based on his/her submitted Personal Data Sheet (PDS), is under those areas that are under the state of calamity, as long as his/her reason/s for availing such leave fall under the prescribed reasons stated in item V.2. of this Administrative Order .

- **Declaration of State of Calamity** by the President or the concerned Local Sanggunian;
 - **Justification and other pertinent documents** relative to the disease/illness that he/she acquired brought about by the natural calamity/disaster;
 - **Any proof** showing that his/her immediate family has been affected by the natural calamity/disaster; and
 - **Photocopy of HRMDS/HRDD-filed Personal Data Sheet**
- b. If the DSWD employee is currently working, assigned, or detailed in a location which has been affected by a natural calamity/disaster:

Example: A DSWD employee who is working, assigned, or detailed in the other areas outside of official work station and cannot return after the period of his/her assignment/detail or is stranded due to the absence of a transportation and other circumstances as result of the natural calamity/disaster.

- **Declaration of State of Calamity** by the President or the concerned Local Sanggunian;
 - **Justification and other pertinent documents** relative to the disease/illness that he/she acquired brought about by the natural calamity/disaster;
 - **Any proof** showing that his/her immediate family has been affected by the natural calamity/disaster; and
 - **Special Order or Travel Authority**. In the absence of Special Order as to place of assignment, **Certification of place of assignment** to be issued by the Human Resource Management and Development Service (HRMDS) in the Central Office/Human Resource Development Division (HRDD) in the Field Office.
- c. If the DSWD employee whose permanent, home, and/or current residence is not located in an area which was declared under state of calamity but was nonetheless severely affected by the national calamity/disaster:


Example: A DSWD employee who is working in the National Capital Region but resides in Cavite is affected because the Taal Volcano eruption caused the destruction of the bridge which connects Cavite to Metro Manila; hence, said employee cannot travel to and from work.

Example: A DSWD employee who is residing in Malabon cannot travel to and from work because Malabon has been flooded due to heavy rainfall in Central Luzon.


- **Declaration as Severely Affected** issued by the **Department Secretary/Regional Director**;
 - **Justification and other pertinent documents** relative to the disease/illness that he/she acquired brought about by the natural calamity/disaster;
 - **Any proof** showing that his/her immediate family has been affected by the natural calamity/disaster;
 - **Barangay Certification** citing the **situation and extent of damage caused by the natural calamity/disaster to the affected Official/employee**; and
 - **Photocopy of HRMDS/HRDD-filed Personal Data Sheet**
4. **Extension of the allowed maximum five (5) days for Special Emergency Leave shall be subject to the sound discretion of the Department Secretary.** In which case, the concerned DSWD employee shall submit a strong justification as to the need for the extension of said leave, duly-noted by the Head of Office and

recommended by Cluster Head. The duly-accomplished application together with the justification shall be forwarded to the Human Resource Management and Development Service for their review and endorsement to the Department Secretary for approval/disapproval.

5. Cases not covered in this Memorandum shall be submitted to the Undersecretary for General Administration and Support Services Group for resolution.


ROLANDO JOSELITO D. BAUTISTA
Secretary
Date: SEP 11 2020
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Certified True Copy:


14 SEP 2020
MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division



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M.C. No. 2, s. 2012

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Special Emergency Leave to Government Employees Affected by Natural Calamities/ Disasters

Pursuant to CSC Resolution No. 1200289 dated February 8, 2012, the Commission hereby adopts the following guidelines in the grant of special emergency leave to government employees affected by natural calamities/disasters:

1. A five-day special emergency leave shall be granted to government employees directly affected by natural calamity/disaster;
2. The special emergency leave can be applied for five straight working days or on staggered basis and will not be deducted from the employee's leave credits;
3. The purpose of the leave may be any of the following: for urgent repair and clean-up of damaged house, being stranded in affected areas, disease/illness of employees brought by natural calamity/disaster, caring of immediate family members affected by natural calamity/disaster;
4. The special emergency leave may be availed of by the affected government employees within thirty days from the first day of calamity declaration by proper government agencies/authorities;
5. A commonly declared natural calamity/disaster may include, but not limited to, earthquakes, flooding, volcanic eruption and landslide that have profound environmental effect and/or human loss and frequently cause financial loss; and
6. The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

The grant of special emergency leave shall cover employees affected by typhoons Pedring, Quiel and Sendong and other landslides/flashfloods/natural calamities that occurred after typhoon Ondoy. Affected employees whose leave credits were previously deducted may request for restoration thereof, subject to the approval of the head of office.

These guidelines shall take effect immediately.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

FEB 16 2012

PPSO/APEULT/PBC/medy
MC 2012 on calamity

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service



**Special Emergency Leave to
Government Employees
Affected by Natural
Calamities/ Disasters**

Number : 1200289

Promulgated: 08 FEB 2012

X ----- X

RESOLUTION

WHEREAS, it is a declared policy of the State to uphold the people's constitutional rights to life, health, safety and property and to promote the general welfare of its people at all times, especially during disasters and calamities;

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution provides that the Civil Service Commission, as the central personnel agency of the Government, shall adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service;

WHEREAS, as the constitutionally-mandated central personnel agency of the government, the Civil Service Commission is authorized under Section 12 (3), Chapter 3, Title I-A, Book V of Executive Order No. 292 (Administrative Code of 1987), to promulgate policies, standards and guidelines to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Section 60, Chapter 9, Title I-A, Book V of Executive Order No. 292 (Administrative Code of 1987) provides that officers and employees in the Civil Service shall be entitled to leave of absence, with or without pay, as may be provided by law and the rules and regulations of the Commission in the interest of the service;

WHEREAS, the Commission, in MC 29 and 29-A, s. 2009, issued guidelines on the grant of special emergency leave to personnel affected by the Typhoon "Ondoy",

WHEREAS, in light of the natural calamities experienced by our country as a result of climate change and global warming, the Commission deemed it necessary to provide assistance in the form of special emergency leave to government employees in officially declared calamity areas;


WHEREFORE, for uniform interpretation and implementation on the grant of special emergency leave to government employees in declared areas affected by calamities/disasters, the Commission **RESOLVES** to prescribe the following guidelines:

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1. A five-day special emergency leave shall be granted to government employees directly affected by natural calamity/disaster;
2. The special emergency leave can be applied for five straight working days or on staggered basis and will not be deducted from the employee's leave credits;
3. The purpose of the leave may be any of the following: for urgent repair and clean-up of damaged house, being stranded in affected areas, disease/illness of employees brought by natural calamity/disaster, caring of immediate family members affected by natural calamity/disaster;
4. The special emergency leave may be availed of by the affected government employees within thirty days from the first day of calamity declaration by proper government agencies/authorities;
5. A commonly declared natural calamity/disaster may include, but not limited to, earthquakes, flooding, volcanic eruption and landslide that have profound environmental effect and/or human loss and frequently cause financial loss; and
6. The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

The grant of special emergency leave shall cover employees affected by typhoons Pedring, Quiel and Sendong and other landslides/flashfloods/natural calamities that occurred after typhoon Ondoy. Affected employees whose leave credits were previously deducted may request for restoration thereof, subject to the approval of the head of office.


Quezon City.


FRANCISCO T. DUQUE III
 Chairman


MARY ANN Z. FERNANDEZ-MENDOZA
 Commissioner

On Leave
RASOL L. MITMUG
 Commissioner

Attested by:


DOLORES B. BONIFACIO
 Director IV
 Commission Secretariat and Liaison Office



MC No. 16, s. 2012

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS;
GOVERNMENT-OWNED AND/OR CONTROLLED
CORPORATIONS; AND STATE COLLEGES AND
UNIVERSITIES

SUBJECT : Supplemental Guidelines in the Grant of Special
Emergency Leave

Pursuant to CSC Resolution No. 1201642 promulgated on October 4, 2012, the Commission has resolved to adopt the following supplemental guidelines in the grant of special emergency leave to government employees affected by natural calamities/disasters as provided in CSC MC No. 2, s. 2012:

1. The special emergency leave shall be granted to employees directly affected by all natural calamities/disasters that occurred after typhoon "Ondoy".
2. The grant of the special emergency leave shall be based on the declaration of state of calamity by the President of the Philippines or by the Local Sanggunian pursuant to Section 16 of RA No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010).

However, in case a specific area was not declared under state of calamity but was nonetheless severely affected by the national calamity/disaster, the head of agency in the exercise of his/her sound discretion, may grant the special emergency leave to affected employees based on proof or evidence presented or news account.

3. The special emergency leave shall be for a maximum of five (5) days in a year. The said leave is non-commutative and non-cumulative.

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4. The special leave may be availed of within thirty (30) days from the actual occurrence of the natural calamity/disaster.
5. The head of agency/office shall take full responsibility in the grant of the special emergency leave. As such, he/she shall set parameters in granting said leave which may include, among others, the verification of the situation and extent of damage caused by the calamity to the affected employees.

Extension of the allowed maximum 5 days for special emergency leave shall be subject to the sound discretion of the head of the agency and the agency's internal policy on the matter.

6. Every agency is enjoined to come up with a long-term plan to address the conditions of its employees affected by natural calamity/disaster. The said plan may include provisions for extending immediate relief or other forms of assistance to employees and assisting them in relocating residence, if possible.

Government agencies are enjoined to issue internal guidelines pursuant to CSC MC No. 2, s. 2012 and the herein supplemental guidelines.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

OCT 17 2012



**Supplemental Guidelines in the
Grant of Special Emergency Leave to
Government Employees Affected by
Natural Calamities/Disasters**

X ----- X

Number : 1201642
Promulgated: 04 OCT 2012

RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution provides that the Civil Service Commission, as the central personnel agency of the Government, shall adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service;

WHEREAS, it is a declared policy of the State to uphold the people's constitutional rights to life, health, safety and property and to promote the general welfare of its people at all times, especially during disasters and calamities;

WHEREAS, as the constitutionally-mandated central personnel agency of the government, the Civil Service Commission is authorized under Section 12 (3), Chapter 3, Title I-A, Book V of Executive Order No. 292 (Administrative Code of 1987), to promulgate policies, standards and guidelines to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Section 60, Chapter 6, Title I-A, Book V of Executive Order No. 292 (Administrative Code of 1987) provides that officers and employees in the Civil Service shall be entitled to leave of absence, with or without pay, as may be provided by law and the rules and regulations of the Commission in the interest of the service;

WHEREAS, the Commission in CSC MC Nos. 29 and 29-A, s. 2009 issued guidelines on the assistance that may be extended by agencies to government employees affected by typhoon "Ondoy";

WHEREAS, in the light of the natural calamities experienced by the country as a result of climate change and global warming, the Commission, in CSC MC No. 2, s. 2012, issued guidelines in the grant of special emergency leave to government employees affected by natural calamities/disasters;

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WHEREAS, the Commission has received numerous queries on the grant of the special emergency leave to government employees affected by natural calamities/disasters, such as whether CSC MC No. 2, s. 2012 applies to all natural calamities that occurred after typhoon "Ondoy", among others;

WHEREFORE, in response for request for clarification on the grant of special emergency leave as provided in CSC MC No. 2, s. 2012, the Commission **RESOLVES** to adopt the following supplemental guidelines:

1. The special emergency leave shall be granted to employees directly affected by all natural calamities/disasters that occurred after typhoon "Ondoy".
2. The grant of the special emergency leave shall be based on the declaration of state of calamity by the President of the Philippines or by the Local Sanggunian pursuant to Section 16 of RA No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010).

However, in case a specific area was not declared under state of calamity but was nonetheless severely affected by the national calamity/disaster, the head of agency in the exercise of his/her sound discretion, may grant the special emergency leave to affected employees based on proof or evidence presented or news account.

3. The special emergency leave shall be for a maximum of five (5) days in a year. The said leave is non-commutative and non-cumulative.
4. The special leave may be availed of within thirty (30) days from the actual occurrence of the natural calamity/disaster.
5. The head of agency/office shall take full responsibility in the grant of the special emergency leave. As such, he/she shall set parameters in granting said leave which may include, among others, the verification of the situation and extent of damage caused by the calamity to the affected employees.



Extension of the allowed maximum 5 days for special emergency leave shall be subject to the sound discretion of the head of the agency and the agency's internal policy on the matter.

6. Every agency is enjoined to come up with a long-term plan to address the conditions of its employees affected by natural calamity/disaster. The said plan may include provisions for extending immediate relief or other forms of assistance to employees and assisting them in relocating residence, if possible.

RESOLVED FURTHER, that government agencies are enjoined to issue internal guidelines in the grant of special emergency leave pursuant to CSC MC No. 2, s. 2012 and the herein supplemental guidelines.

These guidelines shall take effect immediately.

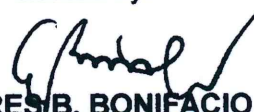
Quezon City.


FRANCISCO T. DUQUE III
Chairman


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner


ROBERT S. MARTINEZ
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV

Commission Secretariat and Liaison Office



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

JUN 17 2019

Memorandum Order
No. 60, s. 2019

TO : NDRRMC Member Agencies
Chairperson, RDRRMCs and LDRRMCs

SUBJECT : Revised Guidelines for the Declaration of a State of Calamity

1. REFERENCES:

- a. Section 16 and 17 of Republic Act No. 10121, and Rule 12, Sections 1-3 and Rule 13 of its Implementing Rules and Regulations (IRR)
- b. NDCC Memo Order No. 4., s-1998

2. DEFINITION OF TERMS

- a. State of Calamity – a condition involving mass casualty and/or major damages to the environment, property, infrastructures, disruption of means of livelihoods and businesses, and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard.
- b. Casualty – a person who is either injured, dead, or missing during an emergency or disaster.
- c. Disaster – 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.

3. CRITERIA FOR DECLARATION OF A STATE OF CALAMITY

A city, municipality, province, or region may be declared under a State of Calamity when any of the following conditions brought about by natural and/or human-induced disasters are present:

- a. At least fifteen percent (15%) of the forecasted affected population based on science-based projection are in need of emergency assistance.
- b. At least thirty percent (30%) of the means of livelihood on agricultural, business, and industrial sectors are affected.
- c. Damage to critical and lifeline infrastructure/facilities such as major roads and bridges, power stations, potable water supply systems, and telecommunication facilities that may result to any of the following:
 - i. Emergency response is hindered;
 - ii. Local Government Unit (LGU) basic services are inaccessible and/or paralyzed which further aggravate the situation of communities; or
 - iii. Services are disrupted which may take more than a week to be restored.
- d. Widespread destruction of fishponds, crops, poultry and livestock, and other agricultural products.
- e. Disruption of lifelines such as food supply chain, electricity, potable water system, other transport systems, communication system, access to health service, and other related systems that cannot be restored within one (1) week, or in the case for highly-urbanized areas where restoration of the above lifelines cannot be done within twenty-four (24) hours.
- f. When there is an extremely high incidence of a certain disease whether communicable or non-communicable within a community, in a specific period of time, specific health-related behavior, or other health related events clearly beyond normal expectancy.
- g. Significant degradation to environmental and natural resources based on the recommendations of government agencies [e.g. Department of Environment and Natural Resources (DENR) on forest land degradation and Department of Agriculture (DA) on crop damages and drought].

4. AUTHORITY TO DECLARE A STATE OF CALAMITY

- a. **The Local Declaration.** The declaration and lifting of the State of Calamity may be issued primarily by the local *Sanggunian*, upon the

recommendation of the LDRRMC of the relevant LGU, adhering to the criteria set forth in this set of Guidelines.

i. The concerned LDRRMCs shall assess the situation using available tools [e.g. Rapid Damage Assessment and Needs Analysis (RDANA), Pre-Disaster Risk Assessment (PDRA), and Post-Disaster Needs Assessment (PDNA)] to determine the satisfaction of criteria for the declaration of the State of Calamity as stipulated in Section 3.

ii. When two or more barangays are affected by a disaster, the *Sangguniang Bayan* or *Panlungsod*, upon the recommendation of the Municipal/City DRRM Council, may declare the entire municipality or city under a State of Calamity.

iii. When two or more municipalities or cities are affected by a disaster, the *Sangguniang Panlalawigan*, upon the recommendation of the Provincial DRRM Council, may declare the entire province under a State of Calamity.

iv. The concerned *Sanggunian*, through the LDRRMC, shall immediately furnish their respective Regional DRRM Council and the National DRRM Council a copy of the *Sanggunian* Resolution on the declaration of a State of Calamity.

- b. **The National Declaration.** The President of the Philippines, upon recommendation of the NDRRMC, may declare a cluster of barangays, municipalities, cities, provinces, regions under a State of Calamity, and lift such declaration. The President's declaration may warrant request for and acceptance of international humanitarian assistance upon the recommendation of the NDRRMC.

5. UTILIZATION OF FUNDS

- a. To strengthen LGU preparedness and emergency response capacities through strategic investment programming and budgeting, the LDRRM Fund Investment Program (LDRRMFIP) indicating the activities to be funded from the Quick Response Fund (QRF) [e.g. prepositioning of food and medical supplies] and DRRMF [e.g. procurement and installation of Early Warning System (EWS)] should be included in the Annual Investment Program (AIP) of the LGUs.
- b. In areas declared under a State of Calamity either by the President or the concerned *Sanggunian*, the QRF from the National / Local Disaster Risk Reduction and Management Fund (N/LDRRMF) or stand-by fund shall be utilized for relief and recovery programs in order that situation and living conditions of people in communities or areas stricken by disaster, calamities, epidemics, or complex emergencies may be normalized as quickly as possible.
- c. The National DRRM Fund may be released to augment local funds for relief and rehabilitation efforts of the affected LGUs with the favorable

recommendation of the NDRRMC and approval of the President. The Guidelines to access said funds is provided by the NDRRMC MC No. 45 s. 2017.

6. DURATION AND LIFTING OF THE DECLARATION OF STATE OF CALAMITY

The declaration of a State of Calamity may be enforced either by the President as recommended by the NDRRMC or the Local Chief Executive (LCE) upon the issuance of the corresponding Resolution by the local *Sanggunian* as recommended by the LDRRMC in the affected area for a duration of one (1) year or less, unless the effects of the disaster are recurring or protracted, in which case the declaration shall be a continuing one.

However, the declaration of a State of Calamity shall be terminated or lifted by the local *Sanggunian* through a Resolution, or by the President through the recommendation of the NDRRMC, as the case may be.

7. MEASURES TO BE UNDERTAKEN UPON THE DECLARATION OF STATE OF CALAMITY

Upon the declaration of a State of Calamity, the following remedial measures may be undertaken by the concerned national agencies/LGUs in order to mitigate the effects of the disaster and stabilize the situation in the disaster-stricken area:

- a. Imposition of price ceiling on basic necessities and prime commodities by the President upon the recommendation of the implementing agency as provided for under Republic Act No. 7581, otherwise known as the "Price Act", or the National Price Coordinating Council;
- b. Monitoring, prevention, and control by the Local Price Coordination Council of overpricing/profitteering and hoarding of prime commodities, medicines, and petroleum products;
- c. Programming / reprogramming of funds for the repair and upgrading of public infrastructure and facilities;
- d. Granting of no-interest loans by government financing or lending institutions to the most affected section of the population through their cooperatives or people's organization;
- e. Utilization of the QRF from the LDRRM Funds within the affected LGUs or other areas affected by a disaster or calamity for relief, rehabilitation, reconstruction, recovery, and other works or services;
- f. Subject to the approval of the President, release of the NDRRM Fund to agencies and LGUs involved in relief operation, response, rehabilitation, and/or improvement of damaged life line services; and

- g. Use of alternative modes of procurement for efficient procurement of emergency works, goods or services to respond or quickly recover from disasters subject to the provisions of Republic Act No. 9184.

8. MONITORING AND EVALUATION


Concerned LGUs of areas declared under a State of Calamity shall submit monthly reports to their respective OCD Regional Offices, copy furnish the National DRRM Council, from the start of the declaration up to its lifting or normalization of the affected area.

9. REPEALING CLAUSE

Any provisions of pertinent Memorandum Orders or Circulars inconsistent herewith are deemed rescinded or modified accordingly.

10. EFFECTIVITY CLAUSE

This Memorandum Order shall take effect fifteen (15) days after publication in a newspaper of general circulation or in the official gazette and upon filing three (3) certified true copies with the Office of National Administrative Register, University of the Philippines Law Center.



DELFIN N. LORENZANA
Secretary, DND and
Chairperson, NDRRMC



S. No 3086
H No 6985

Republic of the Philippines
Congress of the Philippines
Metro Manila

Fourteenth Congress

Third Regular Session

Begun and held in Metro Manila, on Monday, the twenty-seventh
day of July, two thousand nine.

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[REPUBLIC ACT No. 10121]

AN ACT STRENGTHENING THE PHILIPPINE DISASTER
RISK REDUCTION AND MANAGEMENT SYSTEM,
PROVIDING FOR THE NATIONAL DISASTER RISK
REDUCTION AND MANAGEMENT FRAMEWORK
AND INSTITUTIONALIZING THE NATIONAL
DISASTER RISK REDUCTION AND MANAGEMENT
PLAN, APPROPRIATING FUNDS THEREFOR AND
FOR OTHER PURPOSES

*Be it enacted by the Senate and House of Representatives
of the Philippines in Congress assembled:*

SECTION 1. *Title.* – This Act shall be known as the
“Philippine Disaster Risk Reduction and Management Act of
2010”.

mandatory for such employees to comply with the provisions of this Act.

SEC. 15. Coordination During Emergencies. – The LDRRMCs shall take the lead in preparing for, responding to, and recovering from the effects of any disaster based on the following criteria:

- (a) The BDC, if a barangay is affected;
- (b) The city/municipal DRRMCs, if two (2) or more barangays are affected;
- (c) The provincial DRRMC, if two (2) or more cities/municipalities are affected;
- (d) The regional DRRMC, if two (2) or more provinces are affected; and
- (e) The NDRRMC, if two (2) or more regions are affected.

The NDRRMC and intermediary LDRRMCs shall always act as support to LGUs which have the primary responsibility as first disaster responders. Private sector and civil society groups shall work in accordance with the coordination mechanism and policies set by the NDRRMC and concerned LDRRMCs.

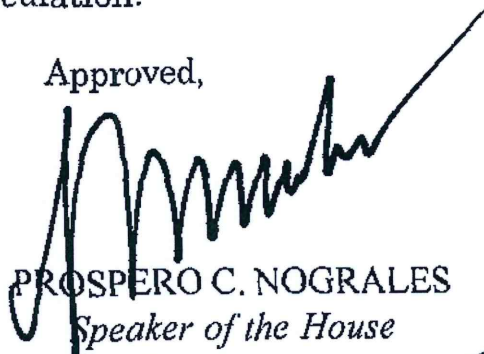
SEC. 16. Declaration of State of Calamity. – The National Council shall recommend to the President of the Philippines the declaration of a cluster of barangays, municipalities, cities, provinces, and regions under a state of calamity, and the lifting thereof, based on the criteria set by the National Council. The President's declaration may warrant international humanitarian assistance as deemed necessary.

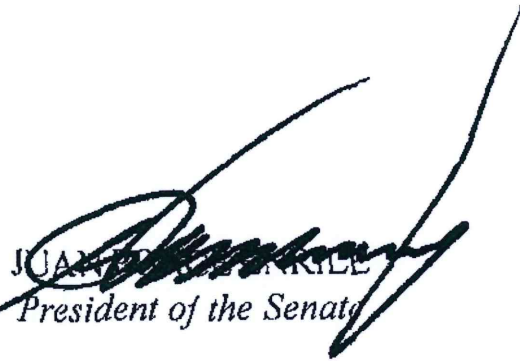
The declaration and lifting of the state of calamity may also be issued by the local sanggunian, upon the recommendation of the LDRRMC, based on the results of the damage assessment and needs analysis.

SEC. 17. Remedial Measures. – The declaration of a state of calamity shall make mandatory the immediate

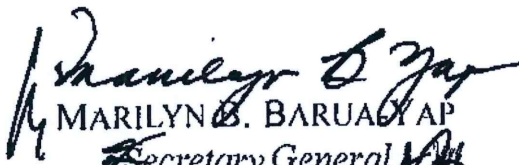
SEC. 30. *Effectivity Clause.* - This Act shall take effect fifteen (15) days following its complete publication in the *Official Gazette* or in two (2) national newspapers of general circulation.

Approved,


PROSPERO C. NOGRALES
*Speaker of the House
of Representatives*



JUAN P. ENRILE
President of the Senate

This Act which is a consolidation of Senate Bill No. 3086 and House Bill No. 6985 was finally passed by the Senate and the House of Representatives on February 1, 2010.


MARILYN S. BARUA YAP
*Secretary General
House of Representatives*


EMMA LIRIO-BEYES
Secretary of the Senate

Approved: **MAY 27 2010**


GLORIA MACAPAGAL-ARROYO
President of the Philippines

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