

Annex 2. PRE-DISASTER INTERVENTIONS – PREPAREDNESS, PREVENTION AND MITIGATION

Start of Processing of Request			
1. Upon receipt of the request, OCD Central Office conducts further review and evaluation as to inclusion in priority list and the completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the President.	OCD Central Office	One Week	
2. Review, approval, and signature of the SND/C, NDRRMC of the recommendation to OP.	DND	One Week	
3. Upon approval and signature of the SND/C, NDRRMC, submit the NDRRMC recommendation to the Office of the President for approval.	OCD Central Office	Within two (2) working days	
Target Timeline			
Total Target Timeline (exclusive preparation of documents)		1-2 weeks and 2 days	
		2-5 weeks and 2 days	

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Annex 2A. Process Flow for Preparedness, Prevention and Mitigation

Process		Office Responsible	Indicative Timeline
Pre-Requisite Activities			
1. Identification of Budget Allocation		NDRRMC	1 working day
2. Call for Proposals		DILG (Preparedness) DOST (Prevention and Mitigation) RDRRMC for LGUs	One to Two Weeks
3. Upon approval of the NDRRMC, concerned requesting parties submits complete documentary requirements to the concerned OCD Office in accordance with the NDRRMF Guidelines. - LGUs submits their request to the concerned OCD Regional Office. - NGAs and GOCCs submits their request to their respective Central Office for review, validation, and endorsement by their Head of Agency or their designated authorized signatory. - Further, depending on the amount and scope of the project requested by LGUs, the OCD may refer the said request to the mandated agency for review and assessment as to project's compliance to national standards.		Requesting Party	Until June 30 of the year
4. Review of proposal from LGUs in terms of completion of documentary requirements		OCD RO	1 Week
Target Timeline			1-3 weeks

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Annex 2B. Documentary Requirements for Preparedness, Prevention and Mitigation

1. Endorsement Letter from Head of Agency or Local Chief Executive;
2. Work and Financial Plan for non-infra or Project Design documents Program of Works, Detailed Engineering Design for infra-related requests (DBM BED Form);
3. Certificate of Unavailability of Funds with LDRRM Fund and Special Trust Fund Report (for LGUs);
4. Certificate of Inclusion of Proposed Project in LDRRMP from concerned OCDRO (for LGUs);
5. Counter-part funds for 1st to 3rd Income Class Municipalities.

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Annex 2C. Menu of Projects for Preparedness, Prevention and Mitigation

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| <ol style="list-style-type: none">1. Establishment Local Emergency Operations Centers and its equipage;2. Construction of local evacuation centers and other local infrastructure projects for disaster prevention and mitigation based on national standard design;3. Construction of other local and national DRRM facilities in accordance with the NDRRM Plan;4. Construction/Establishment of training centers and facilities for DRRM;5. Establishment of early warning systems;6. Procurement of emergency telecommunications equipment and systems for geographically isolated LGUs;7. Procurement of mission essential vehicles and equipment;8. Conduct of risk assessments and other research for DRRM;9. Trainings and capacity building for LGU DRRM personnel;10. Support to GK LGU Awardees;11. Other priority programs and projects recommended by the NDRRMC Preparedness, Prevention and Mitigation Pillar, or the ED, NDRRMC/A, OCD subject to approval of the Chairperson, NDRRMC |
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