



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

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**SUBJECT: DPWH Disaster and Incident  
Management Operations Manual**

At 9/13/2023

In line with the Department's commitment to maintain a standardized disaster and incident management mechanism that will further enhance the disaster risk reduction and management systems' protocol and operating procedures of the Department, all concerned offices/officials are hereby directed to comply with the herein Implementation of DPWH Disaster and Incident Management Operations Manual in the main thematic areas of disaster management such as preparedness, response, rehabilitation and recovery.

This Department Order includes five (5) chapters that provide guidelines and Standard Operating Procedures for the organization, coordination, assessment, reporting and calamity funding mechanism; viz:

- Chapter 1: DPWH Disaster and Incident Management Teams
- Chapter 2: DPWH Emergency Operations Centers
- Chapter 3: Reporting Systems
- Chapter 4: Standard Operating Procedures
- Chapter 5: Release of Calamity Fund

Likewise, the herein requisite forms for the implementation of this Department Order shall automatically form part in the Department's Quality Management System processes.

This Department Order shall take effect immediately and shall supersede *Department Order No. 15, s. 2015: "Guidelines to Ensure Disaster Preparedness of DPWH Field Offices in Promptly Responding to Typhoons and other Calamities including Criteria in the Release of Calamity Funds"* and *Department Order No. 243, s. 2022: "Revised Guidelines for the Prompt Release of Quick Response Fund (QRF) and Submission of Accomplishment Reports on Calamity Funded Projects"* and all issuances inconsistent with or contrary to the provisions of the herein guidelines, are hereby repealed or modified accordingly.

  
**MANUEL M. BONOAN**  
Secretary

7.1.1 MBN/EAA/MLC

Department of Public Works and Highways  
Office of the Secretary



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Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
Bonifacio Drive, Port Area, Manila

# **DPWH**

## **DISASTER AND INCIDENT MANAGEMENT**

### **OPERATIONS MANUAL**

#### **2022**



## PREFACE

The Department of Public Works and Highways has developed this Disaster and Incident Management and Coordination Operations Manual to establish a standardized disaster and incident management mechanism that will further enhance the disaster risk reduction and management system protocols and operating procedures of the DPWH Central Office and its Regional and District Engineering Office counterparts in the main thematic areas of disaster management such as preparedness, response, rehabilitation and recovery. This Manual also covers the mechanism in the delivery of public assistance during any type of incidents that requires DPWH response service.

This manual includes guidelines for all to effectively organize, prepare and respond to any disasters either man-made or natural calamities. The manual is to be used as primary reference for the organization reporting and assessment mechanism during the thematic areas of disaster as well as in the implementation of assistance program delivered by DPWH. In order to effectively respond to any disaster or incidents, it is essential to maintain a standardized mechanism or protocols that will guide all DPWH IOs in a proactive and efficient response and swift information delivery.

This manual contains five (5) chapters which includes:

Chapter 1	:	DPWH Disaster and Incident Management Teams
Chapter 2	:	DPWH Emergency Operation Centers
Chapter 3	:	Reporting Systems
Chapter 4	:	Standard Operating Procedures
Chapter 5	:	Release of Calamity Fund

## ACKNOWLEDGEMENT

The development of this Operations Manual was initiated by the Bureau of Maintenance (BOM) through the Safety and Disaster Management Coordination Division (SDMCD) in coordination with the Regional Offices and District Engineering Offices who participated in the consultation workshop conducted from 2019-2020, the Bureau of Equipment (BOE) and the Bureau of Construction (BOC).

The BOM and the members of the Technical Working Group who spearheaded the development of this Manual are the following:

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### MESSAGE FROM THE SECRETARY

World Risk Index 2022 released in September has ranked the Philippines as first in risk among 193 countries worldwide. The report covers risks from earthquakes, typhoons, floods, droughts, sea-level rise, tsunamis, and conflict. These risks, most of which are effects of climate change, are inevitable particularly in the Philippines since we are located in the Pacific Ring of Fire. However, we can do something to mitigate those effects.

The Department of Public Works and Highways being the infrastructure arm of the government continuously strive to mitigate the effects of climate change and human-induced incidents to public infrastructure, thus safeguarding the general public in particular.

The issuance of this Manual ensures that the Department's disaster risk reduction and management are effectively implemented through timely information dissemination and prompt and efficient disaster preparedness, response, rehabilitation and recovery measures are carried out in order to protect and save lives and properties.



**MANUEL M. BONOAN**  
DPWH Secretary

### MESSAGE FROM THE UNDERSECRETARY

Due to the geographic location of the Philippines, being an archipelagic country, we cannot escape the effects of climate change. In addition to these, human-induced incidents are inevitable in our country. It compels us to create policies that will proactively address these effects and incidents that endangers not just infrastructures but lives as well.

The Department of Public Works and Highways particularly the Technical Services continuously updates our existing policies to adapt to the current situation and needs. In the area of disaster risk reduction and management (DRRM), this Manual is created not just to have a standard operating procedures in every phases of disaster or incident but more importantly, harmonizes the whole of the Department's approach in the mitigation, preparedness and response to any type of disasters and incidents and bring about rehabilitation and recovery.

We aspire that through this Manual, we will be able to mitigate the effects of disasters/incidents in the community and render the necessary response, rehabilitation and recovery efforts.



**MAXIMO L. CARVAJAL**  
Undersecretary for Information  
Management and Technical  
Services

### MESSAGE FROM THE BUREAU OF MAINTENANCE DIRECTOR

Being tasked to coordinate all Disaster Risk Reduction and Management (DRRM) activities of the Department, the Bureau of Maintenance with the assistance of all the implementing field offices of the DPWH has crafted this Manual to serve as a guide in the implementation of DRRM-related measures to ensure prompt delivery of service at any stage of disasters/incidents.

In times of disaster, information gathering, and dissemination is one of the most important aspects in the execution of applicable response. The Regional and District Engineering Offices, being at the forefront in the implementation of this Manual, are expected to be abreast with the provisions of this Manual in order to provide swift execution of services before, during and after any disasters and incidents.

But, always keep in mind that the primacy in disaster response is the safety of the responders.



**MELVIN B. NAVARRO**  
Director  
Bureau of Maintenance

## **INTRODUCTION**

The Philippines Archipelago lies in the Pacific typhoon belt and ring of fire wherein it is exposed and vulnerable to tropical cyclones and earthquakes. This greatly affects numbers of individuals and families who are being displaced from their homes, loss of livelihood, lives and properties, destruction of infrastructure facilities and their inaccessibility to social services. In terms of economics, billions of pesos are lost due to its impact in the productive sector, primarily the agricultural sub-sector wherein fish pens and farms are greatly affected.

According to World Index Report, the Philippines who ranked 3<sup>rd</sup> and 9<sup>th</sup> in the list of most exposed to Typhoon Hazards last CY 2015 and 2020, respectively, shall consider improvement and institutionalization of standards in ensuring a pro-active and comprehensive approach in managing different kinds of disaster.

The Department of Public Works and Highways (DPWH), as a member agency of the National Disaster Risk Reduction Management Council (NDRRMC), has formulated this DPWH Disaster and Incident Coordination and Management Operations Manual - a compilation of existing as well as new standard operating procedures and guidelines adopted from the Department and National Disaster Risk Reduction Management Operation Center (NDRRMOC) on disaster preparedness, response and rehabilitation. This manual shall serve as a guide of the Department in asset management and standard response mechanism in times of disasters and incidents by stipulating the correct procedures in immediate response, documentation and reporting of disaster impacts to national infrastructures effectively and efficiently. Subsequently, this manual shall assist in the decision-making of the Management Committee towards the objectives of the NDRRMC.

Although this Operations Manual is primarily focused on Hydro-meteorological, Geophysical, Civil Disturbances and other incidents, it shall be used for other applicable events requiring the activation of the DPWH Disaster and Incident Management Team (DIMIT) and its Emergency Operation Centers (DPWH-EOC), or as requested by the NDRRMOC.

### **DPWH in Disaster Prevention & Mitigation, Preparedness, Response and Rehabilitation & Recovery**

The enactment of Republic Act No. 10121 otherwise known as the “Philippine Disaster Risk Reduction and Management Act of 2010”, enabled the Department to participate in the various efforts of the government in disaster risk reduction management in the Philippines. As the engineering arm of the government, the Department’s mandate on all the infrastructure facilities particularly the national roads and bridges are essential and plays an important part in the realization of the four thematic pillars of disaster management: prevention & mitigation, disaster preparedness, response and early recovery, and rehabilitation & recovery (Table 1) that aims for a safe, adaptive and disaster-resilient Filipino communities working towards sustainable development. DPWH is exerting all efforts and resources to strengthen the Department’s capacity through formulation of proactive and comprehensive preparedness and response plan that will guide the management and the responders in providing prompt assistance and safety of the inflicted populace.

**Table 1.0** The Four Thematic Pillars in the National Disaster Risk Reduction Management Plan 2020-2030

Thematic Pillar	Vice-Chair	Implementing Agencies/ Institutions/ Organizations
Thematic Pillar I - Disaster Prevention and Mitigation	DOST	AFP, BFP, CCC, CHED, CSOs, DA, DAPCIC, DBM, DENR, DENR-MGB, DENR, NAMRIA, DepEd, DHSUD, DICT, DILG, DND, DRRMCs, DOE, DOF, DOH, DOJ, LRA, DOLE, DOST-PHIVOLCS, DOST-PAGASA, DOST-PNRI, DOT, DOTr, <b>DPWH</b> , DSWD, DTI, GSIS, HMDF, LCP, LGUs, LMB, LMP, LPP, NAPC-VDC, NEDA, NHA, NHMFC, OCD, OPAPP, PCOO, PCW, PhilHealth, PNP, PRC, Private Sector, SHFC, SSS and ULAP CDA, COA, Insurance Commission, LWUA, NCCA, NCDA, NCIP, NIA, MWSS, PCCI, PICE, PIEP, PSA, SEC, TESDA Academe and Research Institutes, Development Partners, and other agencies/Institutions/ Organizations deemed necessary
Thematic Pillar II - Disaster Preparedness	DILG	AFP, BFP, CCC, CHED, CSOs, DA, DAR, DBM, DENR, DENR-MGB, DepEd, DFA, DICT, DILG, DILG-BLGD, DILG-LGA, DILG-PPSC, DND, DND-NDCP, DOE, DOH, DOJ-NBI, DOLE, DOST, DOSTPAGASA, DOST-PHIVOLCS, DOST-PNRI, DOTr, <b>DPWH</b> , DRRMCs, DSWD, LCP, LGUs, LMB, LMP, LPP, NAMRIA, NAPCVDC, NEDA, OCD, PCG, PCOO, PCW, PIA, PNP, Private Sector, PRC, and ULAP COA, CSC, Media, MWSS, NCDA, NHI, NWRB, NYC, PMS, TESDA Academe and Research Institutes Development Partners, and other agencies/Institutions/ Humanitarian actors Organizations deemed necessary
Thematic Pillar III - Disaster Response and Early Recovery	DSWD	AFP, BFP, CAAP, CSOs, DA, DBM, DENRMGB, DepEd, DFA, DHSUD, DICT, DILG, DOE, DOH, DOLE, DOST, DOST-PAGASA, DOST-

		<p>PHIVOLCS, DOTr, DOTr-MARINA, <b>DPWH</b>, DRRMCs, DTI, LCP, LGUs, LMB, LMP, LPP, NAPC-VDC, NEDA, NFA, OCD, OPAPP, PCG, PCOO, PCW, PIA, PNP, Private Sector, PRC, and ULAP</p> <p>MMDA, LWUA, NCIP Accredited Responders and Volunteers, Development Partners, and other agencies/Institutions/ Humanitarian actors Organizations deemed necessary</p>
Thematic Pillar IV - Disaster Rehabilitation and Recovery	NEDA	<p>CHED, CSOs, DA, DBM, DENR-MGB, DepEd, DHSUD, DICT, DILG, DOE, DOF, DOH, DOJ-LRA, DOLE, DOST, DOST- PHIVOLCS, DOTr, <b>DPWH</b>, DRRMCs, DSWD, DTI, LCP, LGUs, LMB, LMP, LPP, NAMRIA, NAPC-VDC, OCD, OPAPP, PCW, Private Sector, PRC, TESDA and ULAP</p> <p>ASEP, BIR, COA, NCIP, PICE, PRC, PSA, UAP Development Partners, and other agencies/Institutions/ Humanitarian actors Organizations deemed necessary</p>

In support of the NDRRM Framework, DPWH aims to deliver the following:

- Increase disaster resilience of infrastructure systems
- Develop and implement comprehensive preparedness and response policies, plans and systems
- Strengthen partnership and coordination among all key players and stakeholders
- Capacity building strengthened thru' training, orientation, drills and exercises;
- Maintain a database of resources and location of critical infrastructures;
- Strengthen Private Public Partnership (PPP);
- Coordinate and integrate system to help early recovery
- Manage the adverse impacts of emergencies; Well established and coordinated disaster response operations
- Disaster and Climate change-resilient and infrastructure reconstructed towards “Build Back Better” and “Build Forward Better” Principles

With these responsibilities, the Department thru the Bureau of Maintenance (BOM) as asset preservation manager, ensures at all times that all national roads and bridges are safely accessible 24/7 to all road users and emergency responders. Thus, Safety and Disaster Management Coordination Division (SDMCD) of this Bureau was created/established as the Department's frontliner in disaster management, whose one of the functions is to facilitate the data gathering and report generation for National Roads and Bridges that are affected during the onset of any disaster/incident. BOM-SDMCD as a coordinating body, also represents the Department when the NDRRMC calls out its member agencies during Emergency Condition (Blue to Red Alert) and leads the DPWH in the conduct of Post Calamity Damage Assessment and other DRR related undertakings.

## **LIST ACRONYMS AND ABBREVIATIONS**

AOR	- Area of Responsibility
BOM	- Bureau of Maintenance
CO	- Central Office
CDIR	- Calamity Damage Inspection Report
CP	- Contingency Plan
DEO	- District Engineering Office
DILG	- Department of Interior and Local Government
DOST	- Department of Science and Technology
DPWH	- Department of Public Works and Highways
DRR	- Disaster Risk Reduction
DRRM	- Disaster Risk Reduction Management
DSWD	- Department of Social Welfare and Development
EBT	- Emergency Brigade Team
EOC	- Emergency Operations Center
ExeSum	- Executive Summary
FEMA	- Federal Emergency Management Agency
FS	- Finance Service
ICS	- Incident Command System
IMT	- Incident Management Team
IO	- Implementing Offices
LPA	- Low Pressure Area
NEDA	- National Economic and Development Authority
NDRRMF	- National Disaster Risk Reduction Management Fund
NDRRMC	- National Disaster Risk Reduction Management Council
OCD	- Office of Civil Defense
OpCen	- Operations Center
PAGASA	- Philippine Atmospheric, Geophysical and Astronomical Services Administration
PAR	- Philippine Area of Responsibility
PCDA	- Post Calamity Damage Assessment

PDNA	- Post-Disaster Needs Assessment
PDRA	- Pre-Disaster Risk Assessment
PHIVOLCS	- Philippine Institute of Volcanology and Seismology
PSWS	- Public Storm Warning Signal
QRA	- Quick Response Asset
QRF	- Quick Response Fund
RA	- Republic Act
RDANA	- Rapid Damage Analysis and Needs Assessment
RO	- Regional Office
RRP	- Rehabilitation and Recovery Program
SDMCD	- Safety and Disaster Management Coordination Division
SitRep	- Situational Report
SDO	- Staff Duty Officer
SMS	- Short Messaging System
SOP	- Standard Operating Procedures
SRS	- Stakeholders Relations Service
STY	- Super Typhoon
STS	- Severe Tropical Storm
TC	- Tropical Cyclone
TY	- Typhoon
VRA	- Vulnerability and Risk Assessment

## DEFINITION OF TERMS

**Affected** – is a situation that may be experienced by any DPWH offices due to disaster/incidents wherein: (1) infrastructures under the AOR were damaged; (2) mobility within the AOR were hampered, or; (3) regular operations of DPWH offices were impeded.

**Assumption** - the action of taking responsibility over the affected DPWH Offices.

**Base** – is the location from which primary logistics and administrative functions are coordinated and administered.

**Blue Alert** - occurs before the impact of any disaster/incident where it signifies the readiness for the preparation for a full-scale disaster management wherein all resources are activated and made available for deployment.

**Brigade Supervisor** – supervises Emergency Brigade Teams in emergency exit drills; evaluates and recommends revision, improvements of emergency safety plans and programs; assures the availability and effectiveness of firefighting equipment and supplies and performs other allied functions that may be assigned to him by superior officers.

**Bureau of Maintenance - Safety and Disaster Management Coordination Division** - The Department's Overseer and Coordinator of quick response mechanisms with Regional and District offices relating to repair works on damages due to disasters/calamities and emergencies.

**Camps** – area where resources may be kept to support incident operations if a Base is not accessible. Multiple Camps may be used, but not all incidents will have Camps.

**Check-in** – a mandatory process for all personnel upon arriving at an incident area. All responders, regardless of agency affiliation, must report in order to receive an assignment in accordance with the procedures established by the Incident Commander.

**Construction** - The process of building infrastructure, including but not limited to new construction, improvement, upgrading, and rehabilitation.

**Contingency Planning** – A management process that analyses specific potential events or emerging situations that might threaten society or the environment and establishes arrangements in advance to enable timely, effective and appropriate responses to such events and situations.

**Command and Control** – organizational and technical attributes and processes that employs human, physical, and information resources to solve problems and accomplish missions" to achieve the goals of an organization or enterprise,

**Damage and Needs Assessment** – Is an estimation and description based on actual physical observation conducted by DPWH engineers on the nature and extent of damages resulting from a disaster to determine the needs and requirements for purposes of providing immediate assistance from the Department or the government.

**Debriefing** - is an essential process conducted before deactivation of DPWH DRRM Team wherein members reflect upon the recent experiences, discuss what went well and identify opportunities for improvement

**Debris Flow** - Materials composed of boulders, gravels, sands, silts and clay mixed with big amount of water;

**Depreciation Cost** – Value used after the assets’ useful life over time.

**Detailed Estimates w/ Unit Price Analysis (DUPA)** - is the determination of reasonable unit cost of each item of work which reflects the breakdown showing the quantities of work items, unit prices of materials, equipment rental rates, labor rates and DPWH prescribed indirect costs including taxes.

**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.

**Disaster Preparedness** – One of thematic areas that will establish and strengthen capacities of communities to anticipate, cope and recover from the negative impacts of emergency occurrences and disasters.

**Disaster Prevention and Mitigation-** One of thematic areas that aims to avoid hazards and mitigate their potential impacts by reducing vulnerabilities and exposure and enhancing capacities of communities.

**Disaster Response-** Includes provision of emergency services and public assistance during or immediately after a disaster to save lives, reduce health impacts, ensure safety of the public and meet the basic subsistence needs of the affected populace based on acceptable standards. It is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief".

**Disaster Response Phase** – this covers the period immediately after the impact of any disaster/calamity where first stage of response is undertaken, which includes immediate relief, rescue, rapid damage assessment, debris clearance and restoration of facilities.

**Disaster Rehabilitation and Recovery-** One of thematic areas that supports restoration and improvement of facilities, livelihood and living conditions and organizational capacities of affected communities, and to reduce disaster risks in accordance with the “building back better” principle.

**Documentation Unit** - In-charge in the documentation of information gathered from the situation unit.

**Early Recovery** - is a multidimensional process guided by development principles that begins in a humanitarian setting and seeks to build on humanitarian programmes and catalyze sustainable development opportunities. It encompasses the restoration of basic services, livelihoods, transitional shelter, governance, security, and rule of law, environment, and other socio-economic dimensions, including the reintegration of displaced populations. It has three broad aims: 1) augmenting ongoing emergency assistance operations by building on humanitarian programmes 2) support to spontaneous recovery initiatives by affected communities and change the risk and conflict dynamics 3) establish the foundations of longer-term recovery through e.g. strengthening community capacities to claim their rights, reviewing and/or developing policy to guide recovery effort, creating strategic alliances between communities and local authorities, rebuilding/restoring//reinforcing national and local systems including identifying personnel and training

**Evacuation Plan** - is a lay-out plan which shows the evacuation route in the DPWH Room/Building/Office during an emergency situation. This plan shall also reflect the route going to the designated evacuation/assembly area, location of firefighting facility/equipment, emergency parking area, first-aid kits and triage area.

**Emergency** - defined as unforeseen or sudden occurrence, especially danger, demanding immediate action, per R.A 10121

**Emergency Brigade (EB)** – response team that can be readily mobilized (1) to ensure orderly exit and safety of all employees in case of conflagration and other emergencies, (2) to execute speedy withdrawal of important documents, records and office equipment, and lastly (3) to perform immediate response to minor emergencies in order to prevent casualties and damages to properties.

**Emergency Operation Center (EOC)** – facility that serves as repository of information and main hub for inter-agency coordination. A designated facility that is staffed to undertake coordination, manage information, and mobilize resources in anticipation of and/or to support incident operations.

**Evacuation Team** – part of the Emergency Brigade (EB); adopts and executes evacuation plan; guide concerned to respective assigned evacuation routes to the evacuation area; monitor implementation of assets evacuation and salvage priority marking procedures; conduct headcount of evacuees and perform other duties as the Brigade Supervisor may direct.

**Executive Summary (ExeSum)** - a brief summary of the Situational Report prepared by the Central EOC and submitted to Central IMT and NDRRMC, which includes total number and details of closed road sections, preliminary cost of damages, actions taken by the IOs, and supporting pictures of affected infrastructure.

**Exit Team** – part of the Emergency Brigade (EB); coordinates safety exit of all occupants from area of fire; Coordinate activities that affects safety exit drills to avoid overcrowding; Responsible for tagging of rooms after the exit of the evacuees and perform other allied functions that may be assigned to by Brigade Supervisor and other superior.

**Finance/Administrative Section Chief (FSC)** - monitors incident costs, maintains financial records, administers procurement contracts and performs time recording.

**Fire Fighting Team** - part of the Emergency Brigade (EB); determines the vulnerabilities of the building and premises and reports findings to the Brigade Supervisor; assists the formulation and implementation of fire prevention measures, policies, etc. Prevent and control the fire and perform such other duties as the Brigade Supervisor may direct.

**Force Majeure** - is a common clause in contracts that essentially frees both parties from liability or obligation when an extraordinary event or circumstance beyond the control of the parties, such as a war, strike, riot, crime, epidemic or an event described by the legal term *act of God*, prevents one or both parties from fulfilling their obligations under the contract. In practice, most force majeure clauses do not excuse a party's non-performance entirely, but only suspend it for the duration of the force majeure.

**Geologic event**- Distinctive for their extremely rapid onset and is responsible for great loss of life and destruction of property. The simplified classification of major geologic hazards are earthquake and volcanic eruption.

**Geologic hazard** - an extreme natural event in the crust of the earth that poses a threat to life and property (e.g. earthquakes, volcanic eruptions, tsunamis (tidal waves) and landslides).

**Geotagged Picture** - is a photograph which is associated with a geographic position by geotagging (using phone application). Usually this is done by assigning at least a latitude and longitude to the image, and optionally altitude.

**Hazard** - any 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.

**HazardHunterPH** - a tool product of GeoRisk Philippines, a multi-agency initiative led by DOST-PHIVOLCS that can be used to generate indicative hazard assessment reports on the user's specified location. It is helpful as a reference of property owners, buyers, land developers, planners, and other stakeholders needing immediate hazard information and assessment. It aims to increase people's awareness to natural hazards and advocates the implementation of plans to prepare for and mitigate the effects of hazards.

**Heavy Vehicles** - are vehicles with two (2) or more axles and a height of more than 7.5 feet such as bus, trucks and trailer trucks.

**Helibase** - location from which helicopter-centered air operations are conducted. Helibases are generally used on a more long-term basis and include such services as fueling and maintenance.

**Human-induced hazard** - caused directly or indirectly by human actions such as armed conflict.

**Hydrometeorological hazards** - hazards caused by atmospheric, hydrological or oceanographic nature, such as floods, droughts, hurricanes, tornadoes, landslides, or mudslides.

**Impact** – changes in macro- economic variables, social factors, environmental conditions, and disaster risk situations due to a disaster

**Improvement** - betterment of existing infrastructure through upgrading, widening, or strengthening (e.g. Retrofitting) in order to increase its original design capacity or performance.

**Incident** – an occurrence, caused by either human or natural phenomena, that requires response action to prevent or minimize loss of life, or damage to property and the environment

**Incident Command Post (ICP)** - is the location from which the Incident Commander oversees all incident operations.

**Incident Command System (ICS)** - a standard, on-scene, all-hazard incident management concept that can be used by all DRRMCs member agencies and response group

**Incident Commander (IC)** - responsible for overall management of response operations, selected by the Responsible Official (RO) based on qualifications and experience, acts as first responder to the incident; assesses the situation/receives briefing from RO or outgoing IC; determines incident objective; establishes Incident Command Post (ICP); establishes appropriate IMT organization based on the situation; establishes response priorities in consultation with the Command and General Staff; coordinates activities for all Command and General Staff; ensures planning meetings are scheduled as required; approves and authorizes the implementation of the Incident Action Plan; ensures that adequate safety measures are in place; approves requests for additional resources and for their release; coordinates with key people and officials; keeps the RO informed of the incident status; authorizes release of information to the media.

**Incident Management Team (IMT)** – composed of the Incident Commander (IC) and appropriate Command and General Staff personnel assigned to an incident or planned event.

**Liaison Officer (LOFR)** - contact point for representatives of assisting and cooperating agencies.

**Light Vehicles** - are vehicles with two (2) axles and an overall height of up to 7.5 feet such as car, jeepney, van and pick-up.

**Limited Access-** a situation wherein the reported national roads or bridges are restricted to certain vehicle types due to disaster/incident.

**Logistics Section Chief (LSC)** - provides resources and all other services to support the incident: fuel, facilities, transportation, communications, supplies, equipment, fuel, medical and food.

**Logistics Cluster** – aims to provide an efficient and effective logistics coordinating structure that will harmonize the activities of all clusters and encourage regular info-sharing among all stakeholders and other partners. The Cluster also formulates, updates, implements and monitors logistical policies, plans, programs and procedures that will harmonize the activities of each cluster. It covers transportation (emergency road network, land, sea and air); warehousing; inventories (consolidation of available resources among partners and cluster members); and tracking of deployed items.

**Low Pressure Area (LPA)** - A low pressure area, or low for short, is a word used in meteorology (the study of weather) that means a place where the atmospheric pressure is lowest compared to the surrounding area. This makes storms like tropical cyclones, extratropical cyclones, subtropical cyclones, and subpolar cyclones.

**ManCom (Management Committee)** - The Management Committee is where all the decisions regarding the direction, strategy, and financing of the Department are made. Spearheaded by the Department's Secretary and supported by Undersecretaries, Assistant Secretaries, and Directors of different Bureaus and offices.

**Medical Team** – ensures availability of medical kits in every office, performs first aid treatment and triaging of affected personnel; facilitates transport of victims to nearest hospital and performs other duties as the Brigade Supervisor may direct.

**Mitigation** - structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation, and technological hazards and to ensure the ability of at-risk communities to address vulnerabilities aimed at minimizing the impact of disasters. These measures include, but are not limited to, hazard-resistant construction and engineering works, formulation and implementation of plans, programs, projects and activities, raising of awareness, policies on land-use and resource management, comprehensive land-use planning, building and safety standards, and legislation.

**Natural hazard** - a natural phenomenon that might have a negative effect on humans and other animals, or the environment. May be hydro-meteorological such as typhoons, floods, landslides, drought and storm surge; Geologic such as earthquakes, volcanic eruptions, landslides and tsunamis; and Fire such as fire on natural environment, modern environment and fire after an earthquake.

**NDRRM Fund (*National Disaster Risk Reduction Management Fund*)** – a Calamity Fund appropriated under the annual General Appropriations Act (GAA) to cover disaster risk reduction or mitigation, prevention and preparedness activities such as but not limited to training of personnel, procurement of equipment, and capital expenditures for pre-disaster operations, rehabilitation and other related activities. It can also be utilized for relief, recovery, reconstruction and other work or services in connection with natural or man-made calamities which may occur during the budget year or those that occurred in the past two (2) years from the budget year.

**NDRRMOC (*National Disaster Risk Reduction Management Operation Center*)** - facility that serves as a repository of information and main hub for the NDRRMC.

**Normal Condition** - a situation wherein DPWH Offices are able to perform their regular operation.

**Operations Section Chief (OSC)** - Responsible for managing, directing and coordinating all tactical operations.

**Passable** - is the condition of a road or route that is clear from obstacles and able to be passed/travelled/crossed.

**Philippine Area of Responsibility (PAR)** - This is the smallest and innermost monitoring domain, whose boundary is closest to the Philippine Islands. Tropical Cyclones inside the PAR warrants the issuance of Severe Weather Bulletin, the highest level of warning information issued for tropical cyclones.

**Planning Section Chief (PSC)** - Responsible for planning services; collects, evaluates and process situation and resources status information; leads in the development of preparedness, contingency and incident action plan to accomplish objectives; Maintains situation and resource status.

**Point Person** - a technical personnel designated to monitor and inspect his/her assigned area of responsibility and document the situation of disrupted mobility and affected infrastructures.

**Post Calamity Damage Assessment (PCDA)** - an on-site field validation performed by composite team of technical personnel who will conduct assessment to identify damages, losses and repair/rehabilitation/reconstruction cost and prioritize infrastructure facilities under the mandate of the Department after the impact of any incident/disaster.

**Post Disaster Needs Assessment (PDNA)** – a multi- sectoral and multi- disciplinary structured approach to assesses disaster impacts and prioritizing recovery and reconstruction needs. It intends to assess short-term interventions that will facilitate initial recovery from the damages and losses and the financial requirements that are necessary to achieve a holistic post-disaster recovery reconstruction and risk management that also entails the Build Back Better principle/approach.

**Post Disaster Phase** – this phase covers the period where emergency situation is gradually transitioning to normalcy. Activities under recovery, rehabilitation and reconstruction are initiated.

**Pre-disaster Phase** – this phase covers the prevention, mitigation and preparedness activities before the impact of any disaster.

**Pre-disaster Risk Assessment-** provides input on where to possibly conduct RDANA. It evaluates of the hazard’s level of risk given the degree of exposure and vulnerability in a specific area. It also includes policy formulation and decision making in disaster risk reduction, presents the possible impacts to the populace and produce a hazard-specific, time-bound and area-focus probable impacts. This is conducted upon entry of the hydrometeorological hazard in the PAR; or alert level for volcanic activities by the OCD personnel and member agencies of NDRRMC.

**Preparedness** - pre-disaster actions and measures being undertaken as part of disaster risk reduction and management and are based on sound risk analysis. It also includes pre-disaster activities to avert or minimize loss of lives and property such as, but not limited to community organizing, training, planning, equipping, stockpiling, hazard mapping, insuring of assets, and public information and education initiatives. This also includes the formulation and enhancement of preparedness strategy, policy, institutional structure, warning and forecasting capabilities, and plans to help at-risk communities to safeguard their lives and assets in the face of an imminent threat or an actual disaster.

**Prepositioning** - To position in advance or beforehand all the assets needed for operations.

**Program of Work (POW)** - Sequence of planned activities in construction with corresponding breakdown of cost.

**Project Information** - Form to be accomplished that provides information regarding the structure such as funding source and history of construction/improvement/repair for the past 10 years.

**Project Profile (Budget Proposal 202 / BP 202)** - Form required by Department of Budget Management to be accomplished for each locally-funded project of the agency whether new or on-going regardless of amount. This same form shall also be accomplished by agencies providing grants-in-aid.

**Public Information Officer (PIO)** - Focal person for information dissemination and works closely with all other Information Officers or the media.

**Quick Response Asset (QRA)** - composed of all available DPWH Quick Response equipment tools, and manpower who can provide assistance in the road clearing and rescue operations. This are fleet of assets solely intended for disaster response operations.

**Quick Response Fund (QRF)** - These are built-in budgetary allocations that represent pre-disaster or standby funds for agencies in order to immediately assist areas stricken by catastrophes and crises. This fund does not require the recommendation of the NDRRMC or the approval of OP to trigger the use and release of funds. When the QRF gets depleted, the concerned agency may request for its replenishment to the DBM and to be approved by the Office of the President.

It shall serve as standby fund to be used for reconstruction and rehabilitation programs, activities or projects, including prepositioning of goods and equipment and repair/replacement of accessibility facilities for persons with disabilities, in order that the situation and living condition of people, including persons with disabilities, living in communities or areas stricken by calamities, epidemics, crises and catastrophes, which occurred in the last quarter of the immediately preceding year and those occurring during the current year maybe normalized as quickly as possible. In no case shall the QRF be used for pre-disaster activities nor for any other purpose not authorized in the GAA.

**Rapid Damage Assessment and Needs Analysis (RDANA)** - a disaster response tool that is used immediately during the early and critical state of onset of a disaster. Usually conducted by the OCD personnel, Local DRRM Officers and Sectoral experts (e.g. RDANA trained DPWH Engineers) based on alert levels and triggers. It identifies the magnitude of a disaster, areas that require more detailed assessments, determines the immediate relief and response requirements, and provides immediate report and statistical assistance to the EOC.

**Reconstruction Alias Replacement** - A grouping of types of work associated with total replacement of an existing infrastructure to equal or better the original design standards. In the case of pavement, it extends into the subgrade, e.g. asphalt to concrete, raising of grade/elevation of the road or bridge approaches. This excludes asphalt overlay and concrete reblocking preventive maintenance treatment for roads

**Red Alert** - occurs during and immediately after the impact of any disaster/incident. It signifies the highest level of disaster management wherein all resources needed are deployed.

**Rehabilitation and Recovery Program (RRP)** - a post-disaster investment program that lists priority programs, projects, and activities (PPAs), which are determined using the PDNA/PCNA.

**Repair** - Reactive, simple, small-scale activity to mend a minor damaged portion of an asset to a good or sound condition comparable to that before the damage. Repairs do not change the fixed asset or its performance.

**Republic Act (RA) 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 therefore and for other purposes

**Response** - activities directly related to concerted efforts during or immediately after a disaster.

**Response Clusters** - headed by the Department of Social Welfare and Development (DSWD) and consist of different clusters namely Education Cluster, Health Cluster, International Humanitarian Assistance (IHA) Cluster, Logistics Cluster, Management of the Dead and Missing (MDM) Cluster, Protection Cluster, Food and Non-Food Items (FNI) Cluster, Search and Rescue (SRR) Cluster, Law and Order (LAO) Cluster, Emergency Telecommunications Cluster (ETC) and Camp Coordination and Camp Management (CCCM) Cluster.

**Responsible Official (RO)** – The person who is overall in-charge of an agency, organization or institution who has full authority for making decisions and providing overall policy direction to manage an incident/planned event within his/her jurisdiction. Serves as link to higher authorities and delegates authority to the Incident Commander.

**Restoration alias Rehabilitation** - A grouping of types of work which restore structural capacity and performance, and/or enhance safety. These types of work are applicable to infrastructure in poor or bad condition. In the case of pavement, this shall not extend into the subgrade. In the case of flood control, this includes dredging.

**Resources** – refer to any personnel, team, equipment, aircraft, supplies and facilities available to support management and response activities

**Retrofitting** – modify the original system to improve the performance

**Safety Officer (SOFR)** - IMT personnel who works with Operations Section on tactics, anticipates, detects, and corrects unsafe situations, has emergency authority to stop unsafe acts/operations.

**Salvage Priority Marking** - is an activity wherein assets within DPWH Offices must be identified and prioritized in order to evacuate valuable assets during emergency operations

**Search and Rescue Team** - Part of the Emergency Brigade Team who recommends and implements search and rescue plan; Determine and facilitate procurement of emergency rescue

equipment; Coordinate transport of victims to the medical stations and perform other duties as the Brigade Supervisor may direct.

**Severe Tropical Storm (STS)** - a tropical cyclone with maximum wind speed of 89 to 117 kph or 48 - 63 knots.

**Situational Report (SitRep)** - refers to the reports submitted by the Regional and District Engineering Offices affected by the disaster reflecting the situation of the national roads and bridges, description/extent of damages, actions taken, contact persons, alternate route and expected date of opening of the affected road sections.

**Situation Unit** - In-charge in coordinating to Regional and District EOC regarding the situation in a certain disaster/incident.

**Slow On-set** - slow-onset emergency or disaster is defined as one that does not emerge with warning and emerges gradually over time. Slow-onset disasters could be associated with, e.g., drought, desertification, sea-level rise, epidemic disease.

**Staff Duty Officer (SDO)** - shall be composed of Senior and Junior Duty Officers, which will be under the supervision of the Situation Unit and Documentation Unit.

**Staging Areas** - Temporary locations at an incident where available personnel and equipment are kept while waiting for tactical assignments. There may be more than one Staging Area at an incident.

**Standard Operating Procedure (SOP)** - is a set of step-by-step instructions compiled by an organization to help workers carry out complex routine operations.

**Stakeholders Relation Service (SRS)** - It is where the Department practices forging mutually beneficial connections with third-party groups and individuals that have a “stake” in common interest.

**Sudden On-set** - emergency or disaster triggered by a hazardous event that emerges quickly or unexpectedly (e.g., earthquake, volcanic eruption, flash flood, chemical explosion, critical infrastructure failure)

**Super Typhoon (STY)** - a tropical cyclone with maximum wind speed exceeding 220 kph or more than 120 knots.

**Traffic and Security Team** - Develops and implements access and movement control systems; develop, recommend and implement vehicular traffic plan in coordination with LDRRMO; supervise and secure the evacuation and salvage area and perform other duties as the Brigade Supervisor may direct.

**Tropical Cyclone** - A non-frontal, synoptic-scale cyclone developing over tropical and subtropical waters at any level and having a definitely organized circulation. In other parts of the world, these are referred to as hurricanes, typhoons or simply tropical cyclones.

**Tropical Depression (TD)** - a tropical cyclone with maximum sustained winds of up to 61 kilometers per hour (kph) or less than 33 nautical miles per hour (knots) .

**Tropical Storm (TS)** - a tropical cyclone with maximum wind speed of 62 to 88 kph or 34 - 47 knots.

**Typhoon (TY)** - a tropical cyclone with maximum wind speed of 118 to 220 kph or 64 - 120 knots.

**Vulnerability and Risk Assessment (VRA)** - a visual screening procedure which aims to identify, inventory and rank/prioritize buildings that are potentially hazardous.

**White Alert** – DPWH alert status for regular or normal office operations.

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# 1. DPWH DISASTER AND INCIDENT MANAGEMENT TEAMS

## 1.1 Incident Command System

Through the enactment of Republic Act (RA) 10121, also known as the Philippine Disaster Risk Reduction and Management (DRRM) Act of 2010, the Philippine government shifted to a proactive approach of addressing and reducing risks by institutionalizing various mechanism such as the Incident Command System (ICS). This mechanism shall be established by the Office of Civil Defense as part of Philippines' in-scene disaster response system.

By the virtue of the NDRRMC Memorandum Circular No. 4 s. 2012 issued on March 28, 2012, the Incident Command System (ICS) has been institutionalized in the Philippine Disaster Risk Reduction Management System (PDRRMS). The ICS is a standard, on-scene, all-hazard incident management concept that can be used by all DRRMCs member agencies and response group. This aims to ensure the safety of responders and others, achievement of tactical objectives and the efficient use of resources.

The benefits derived from using ICS:

- Meets the needs of incidents of any kind or size
- Allows personnel from a variety of agencies to meld rapidly into a common structure
- Provides accountability and a planning process
- Provides logistical and administrative support to operational staff
- Is cost effective by avoiding duplication of efforts

Figure 1.1 shows the organizational structure of a typical Incident Management Team (IMT) composed of the Incident Commander and appropriate Command and General Staff, wherein, once it is activated by NDRRMC/RDRRMC/PDRRMC. It also shows the linkage between the Responsible Official (RO) and IMT particularly the Incident Commander.

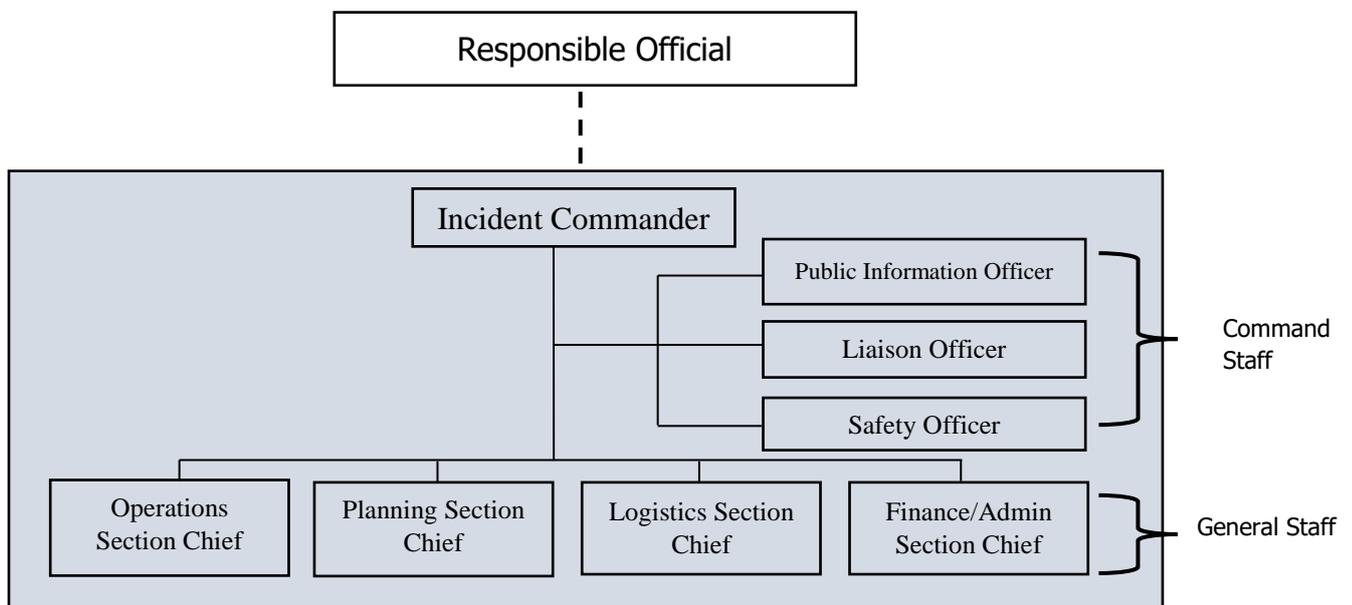


Figure 1.1 The Responsible Official and ICS Organization

A **Responsible Official (RO)** is the overall in charge of an agency, office, organization or institution who has full authority for making decisions and providing overall policy direction, guidance and priorities in the management of incident/planned event within his/her jurisdiction. RO's role is vital to be maintained to support the commander that is why he/she does not literally respond to the scene, instead, he/she chooses and delegates authority to Incident Commander to manage the incident on his/her behalf. He/she also serves as link to higher authorities as part of his/her greater responsibilities.

### 1.1.1 Duties and Responsibilities of the IMT

Members of the IMT are the ones who have completed the ICS training requirements and standards set by the OCD. Generally, the IMT shall perform the following functions:

- a. Overall in-charge of on-scene response decisions
- b. Manages all checked-in resources (i.e. equipment, materials, manpower, etc.)
- c. Receives and implements the directives of the Responsible Official (RO)
- d. Ensures the safety of all personnel and other resources deployed for operations
- e. Manages the provision of logistical requirements to support the conduct of the operations
- f. Documents and reports all situation updates and actions taken to the RO through the Emergency Operation Center (EOC)
- g. Requests from the RO for additional resources through the EOC
- h. Facilitates the complete process on demobilization of resources
- i. Executes their designated function as detailed below:
  - **Incident Commander (IC)** - Responsible for overall management of response operations, selected by the Responsible Official (RO) based on qualifications and experience, acts as first responder to the incident; assesses the situation/receives briefing from RO or outgoing IC; determines incident objective; establishes Incident Command Post (ICP); establishes appropriate IMT organization based on the situation; establishes response priorities in consultation with the Command and General Staff; coordinates activities for all Command and General Staff; ensures planning meetings are scheduled as required; approves and authorizes the implementation of the Incident Action Plan; ensures that adequate safety measures are in place; approves requests for additional resources and for their release; coordinates with key people and officials; keeps the RO informed of the incident status; authorizes release of information to the media.
  - **Public Information Officer (PIO)** - Focal person for information dissemination and works closely with all other Information Officers or the media.
  - **Liaison Officer (LOFR)** - Contact point for representatives of assisting and cooperating agencies.
  - **Safety Officer (SOFR)** - Works with Operations Section on tactics, anticipates, detects, and corrects unsafe situations, has emergency authority to stop unsafe acts/operations.
  - **Operations Section Chief (OSC)** - Responsible for managing, directing and coordinating all tactical operations.
  - **Planning Section Chief (PSC)** - Responsible for planning services; collects, evaluates and processes situation and resource status information; leads in the development of preparedness, contingency and incident action plan to accomplish objectives; Maintains situation and resource status.
  - **Logistics Section Chief (LSC)** - Provides resources and all other services to support the incident: fuel, facilities, transportation, communications, supplies, equipment, fuel, medical and food.
  - **Finance/Administrative Section Chief (FSC)** - Monitors incident costs, maintains financial records, administers procurement contracts and performs time recording.

## Activation of the IMT Levels

The level of IMT to be activated shall be based on the criteria illustrated in Table 1.1 as per NDRRMC Memo No. 44 s of 2016.

**Table 1.1 Activation criteria of IMT Levels**

IMT Level	Criteria
Barangay IMT	Incident affects one barangay
Municipal/City IMT	Incident affects two or more barangays
Provincial IMT	Incident affects two or more municipalities/component cities
Regional IMT	Incident affects two or more provinces/chartered cities
National IMT	Incident affects two or more regions/incident has a corresponding national impact

### 1.1.2 ICS Facilities

Established by the Incident Commander depending on the requirements and complexity of the incident or event. ICS facilities are activated only when needed. Some incidents may require facilities not included on the standard list shown in Table 1.2.

**Table 1.2 ICS Facilities**

SYMBOL	DESCRIPTION
	<p><b>Incident Command Post (ICP):</b></p> <ul style="list-style-type: none"> <li>- Location from which the Incident Commander oversees all incident operations.</li> <li>- May change locations during the event.</li> <li>- May be located in a vehicle, trailer, tent, or within a building.</li> <li>- Shall be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command.</li> <li>- Every incident must have some form of an Incident Command Post.</li> <li>- ICPs will be designated by the name of the incident, e.g., Marawi Siege ICP.</li> </ul>

SYMBOL	DESCRIPTION
	<p><b>Staging Area(s)</b></p> <ul style="list-style-type: none"> <li>- Are temporary locations at an incident where available personnel and equipment are stationed while waiting for tactical assignments. There may be more than one Staging Area at an incident.</li> <li>- Shall be located close enough to the incident for a timely response, but far enough to be out of the immediate impact zone.</li> <li>- May be collocated with the ICP, Base, Camps, Helibase, or Helispots.</li> <li>- Staging Areas will be given a name which describes their general location, e.g., Rajah Sulayman Staging Area</li> </ul>
	<p><b>Base</b></p> <ul style="list-style-type: none"> <li>- Location from which primary logistics and administrative functions are coordinated and administered.</li> <li>- Area for out-of-service equipment (for repair) and personnel (for medication).</li> <li>- There is only one Base per incident, and it is designated by the incident name.</li> <li>- May be collocated with the Incident Command Post.</li> <li>- Established and managed by the Logistics Section.</li> <li>- Base will be designated by incident name, e.g., Marawi Siege Base.</li> </ul>
	<p><b>Camp(s)</b></p> <ul style="list-style-type: none"> <li>- Location where resources may be kept supporting incident operations if a Base is not accessible. Multiple Camps may be used, but not all incidents will have Camps.</li> <li>- Are temporary locations within the general incident area that are equipped and staffed to provide food, water, sleeping areas, and sanitary services.</li> <li>- Are designated by geographic location or number.</li> </ul>
	<p><b>Helibase</b></p> <ul style="list-style-type: none"> <li>- Location from which helicopter-centered air operations are conducted. Helibases are generally used on a more long-term basis and include such services as fueling and maintenance.</li> </ul>

SYMBOL	DESCRIPTION
	<ul style="list-style-type: none"> <li>- The incident Helibase will be designated by the name of the incident, e.g., Marawi Siege Helibase.</li> </ul>
	<p><b>Helispot(s)</b></p> <ul style="list-style-type: none"> <li>- Temporary locations at the incident where helicopters can safely land and take off.</li> <li>- Multiple Helispots may be used.</li> </ul>

### 1.1.3 DPWH at the National Level IMT

As part of the command and control in managing a disaster/incident, the DPWH will be part of the Logistics, Shelter and International Humanitarian Assistance Clusters, (see Figure 1.2). Under the Logistics, DPWH shall coordinate with the lead agency, OCD/DRRMC (National/Regional/Municipal/City/Barangay), Department of Human Settlementment and Urban Development (DHSUD) and Department of Foreign Affairs (DFA), respectively with regard to assigned roles and responsibility.

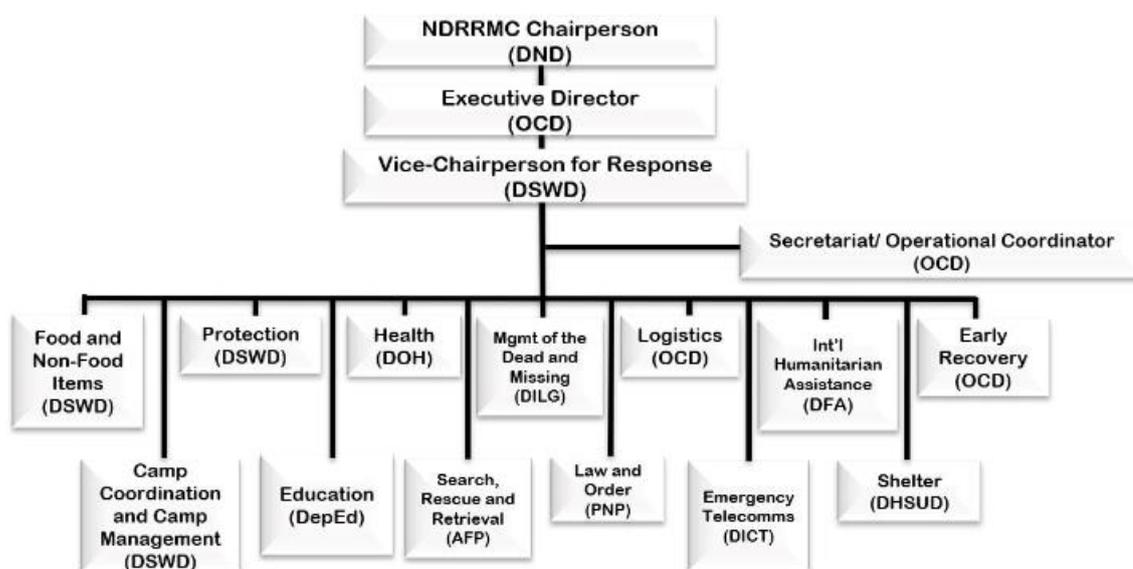


Figure 1.2 Response Cluster

Once resources have checked-in, operational control on DPWH resources shall be turned-over to the established IMT of the National/Regional OCD or the LGU. The DPWH Quick Response Asset (QRA) shall be deployed to the ground in coordination with the activated Logistics, Shelter and International Humanitarian Assistance Clusters and Response Clusters Lead Agency. Provided, DPWH resources shall still perform according to its mandates, standard operating procedures and technical expertise. The established IMT shall just manage them tactically for proper placement and efficiency.

## 1.2 The DPWH Disaster and Incident Management Teams

To ensure the management of all preparedness and response operations of the Department, the DPWH Disaster and Incident Management Team (DPWH-DIMT) shall be established in all District Engineering Offices (DEOs), Regional Offices and the Central Office. The DPWH-DIMT shall carry out and execute the following responsibilities:

- a. Establish and secure an Emergency Operation Center (EOC) manned by the duty personnel which shall be the center for disaster related communication, reports and for directing disaster response operations
- b. Prepare and submit reports through any possible means.
- c. Develop plans such as Evacuation, Contingency, Salvage Priority Marking and Asset Evacuation Procedures.
- d. Establish and manage team and its resources during the response preparations and operations.

Figure 1.3 shows the organizational structure of DPWH Disaster and Incident Management Team (DPWH-DIMT).

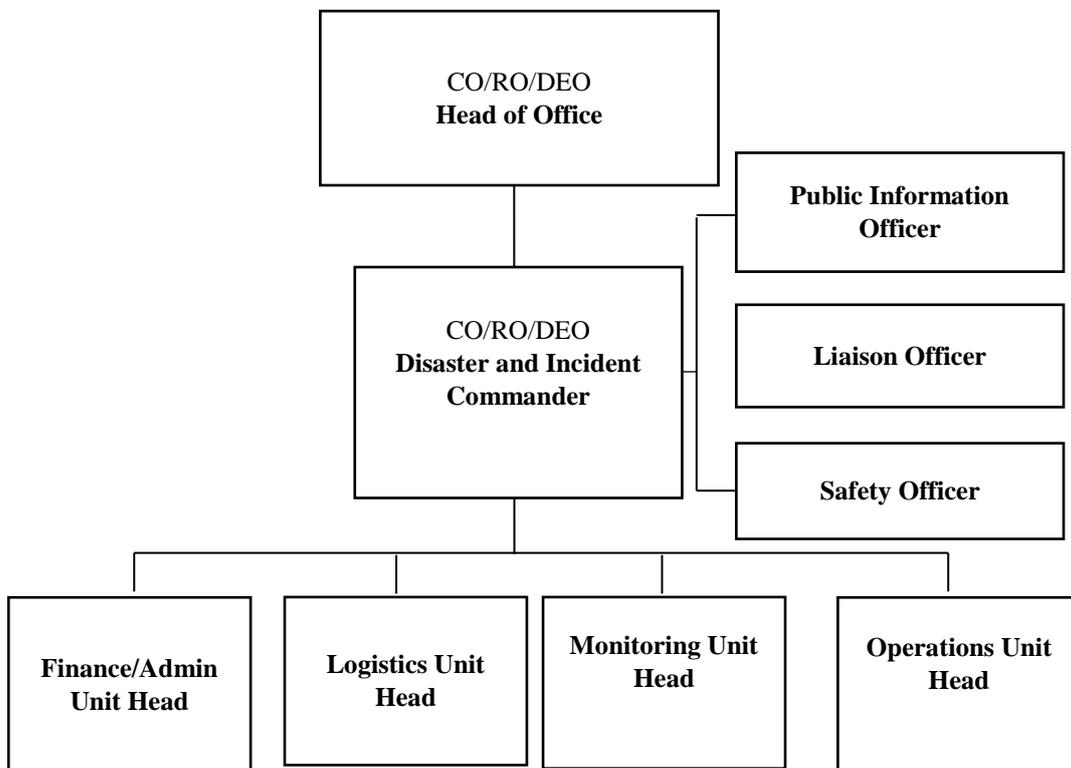


Figure 1.3 DPWH Incident Management Team

It shall be noted that not all positions in the DPWH-DIMT are needed in managing incidents. IC has the full authority to decide which positions in IMT shall be activated or deactivated based on the demands and severity of the incident.

### 1.2.1 Duties and Responsibilities of DPWH-DIMTs

#### a. Central DPWH- Disaster and Incident Management Team

- **Head of Office (HO)**
  - Shall be the Secretary of the Department.
  - Overall in charge and has full authority for making decisions.
  - Provides overall policy direction to manage an incident/planned event.
  - Serves as a link to higher authorities.
  - Delegates authority to the Disaster and Incident Commander (DIC).
  - Attends/represents the DPWH in the full council meetings as presided by the NDRRMC, and other lead agencies.
  - Provides support to the DPWH-DIMT as identified by the DIC for the management of incident.
  - Monitors information via any means of communication.
  
- **Disaster and Incident Commander (DIC)**
  - Shall be appointed by the Head of Office.
  - Shall be the only authorized person who will report directly to the Head of Office.
  - Responsible for overall management and monitoring of all preparedness, response and early recovery operations.
  - Approves requests and releases of additional resources to be used during response and early recovery period.
  - Directs the identified Regional Offices with regards to activation of their Regional and District DIMT prior to the entry of typhoon in the Philippine Area of Responsibility (PAR) and during any sudden onset of any disaster.
  - Authorizes the release of consolidated information to the media and other agencies.
  - Attends/represents the DPWH in the inter-agency meetings as presided by the NDRRMC, and other lead agencies.
  - Ensures that all members of the DIMT are well-trained in their assigned tasks in disaster management.
  - Activates/Deactivates certain position and teams in DIMT based on the demands and severity of the incident.
  - Monitors information via any means of communication.
  
- **Public Information Officer (PIO)**
  - Focal person for information dissemination and works closely with all other Information Officers or the media. The release of all information shall be with approval of the DIC.
  - Ensures that consolidated reports are posted in the DPWH website and other social media accounts.
  - Monitors information via radio, television and social media
  
- **Liaison Officer (LOFR)**
  - Contact point person for representatives of assisting and cooperating agencies. Shall ensure that all coordination and communication with other agencies be forwarded and known to DIC.
  - In the absence of the DIC, he/she shall represent the Department in the inter-agency meetings as presided by NDRRMC, and other lead agencies.

- Keep updated “Directory” of officials, concerned agencies with their contact numbers for ready reference.
- **Safety Officer (SOFR)**
  - Trained and technically knowledgeable in terms of safety procedures and post –disaster evaluation.
  - Provides safety management, advice, monitoring and reporting to ensure safe practice in the operations.
  - Works with Operations Unit Head on tactics, anticipates, detects, and corrects unsafe situations and has the emergency authority to stop any unsafe acts, situations and operations.
  - Attended at least Construction Occupational Safety and Health (COSH) and Basic Occupational Safety and Health (BOSH) Seminars by the Department of Labor and Employment (DOLE).
- **Operations Unit Head**
  - In case the Central Office is affected by disaster, he/she shall be responsible for managing and directing all tactical operations.
  - In case any Regional Offices are incapacitated, he/she shall be responsible for the direct coordination and monitoring within his/her Area of Responsibility (AOR) with regards to preparedness, response and post-disaster activities.
  - Ensures and monitors the implementation of plans.
  - Shall supervise the activated teams/task force required by the actual situation, such as clearing operations, emergency brigade and others.
- **Monitoring Unit Head**
  - Oversees the consolidation, preparation, and timely submission of activation, Quick Response Asset (QRA) prepositioning and deployment, situational and calamity damage reports to the NDRRMC EOC, Logistics/Response Clusters and members of DPWH-DIMT.
  - Leads the development and improvement of plans (i.e. Evacuation Plan, Contingency Plan) in coordination with concerned offices.
  - Ensures that all reports and plans are properly consolidated, kept, and filed.
  - Manages the EOC, and the Situation and Documentation Subunit.
  - Keep updated “Directory” of officials, concerned agencies with their contact numbers for ready reference
- **Logistics Unit Head**
  - Ensures availability of resources such as: fuel, facilities (e.g. tent), transportation, communications, office supplies, PPE, equipment, basic tools, medical and food to support the augmentation of Central QRA.
  - Keeps a document track of the mobilized/deployed QRA with coordination with the Operations and Monitoring Unit Heads.
  - Maintains an updated list of DPWH Central, Regional and District available and operational QRA to be utilized in any emergency response operations and provides such list to the Operations Unit Head and Monitoring Unit Head.
  - Requests needed resources to the Finance/Administrative Unit Head.
  - Supervises the subunits required by the actual situation, such as Supply, Medical and Food Subunits.

- **Finance/Administrative Unit Head**

- Responsible for sourcing and monitoring of funds and maintains financial records that can be used to augment in the response, emergency operations and early recovery phase.
- Closely coordinates with the Logistics and Operations Unit Heads with regards to the needs of the response operations and administers its procurement.
- Recommends to the DIC the purchase of needed resources.
- Identifies assets for Salvage Priority Marking.
- Ensures that all DPWH responders and Staff Duty Officers are enrolled in an insurance policy (e.g. GSIS) and properly compensated (i.e. Overtime and Hazard Payment)
- Supervises the subunits required by the actual situation, such as Procurement and Cost Subunits.
- Records list of donations and assistance received from partnered agencies, private organization and individuals.

**b. Regional and District DPWH- Disaster and Incident Management Team**

- **Regional/District Head of Office (R/D HO)**

- Shall be the Regional Director/District Engineer
- Overall in charge and has full authority for making decisions.
- Provides overall policy direction to manage an incident/planned event.
- Approves requests and releases of additional resources to be used during response period and early recovery period.
- Serves as link to higher authorities and delegates authority to the Regional/District Disaster and Incident Commander (R/D DIC).
- Attends/represents the DPWH in the inter-agency meetings as presided by the Regional/Provincial Disaster Risk Reduction Management Council (DRRMC).
- Provides support to the DPWH-DIMT as identified by the R/D DIC for the management of incident.
- Monitors information via any means of communication.

- **Regional/District Disaster and Incident Commander (R/D DIC)**

- Shall be appointed by the R/D HO.
- Shall be the only authorized person who will report directly to the R/D HO.
- Responsible for overall management and monitoring of all preparedness and response operations and determines the objectives of Regional/District DPWH-DIMT.
- Activates and establishes the Regional/District DPWH- DIMT and the Regional/District EOC prior to the entry of a typhoon in the Philippine Area of Responsibility (PAR) and during any sudden onset of any disaster/incident.
- Ensures readiness of regional/district equipment and manpower for possible augmentation to severely affected areas.
- Ensures that adequate safety measures are in place for all response operations in case of possible augmentation.
- Approves requests and releases of additional resources to be used during response and early recovery period.
- Authorizes the release of information to the media and other agencies.
- Ensures that reports are accurate and submitted to the DPWH Central/Regional EOC through any possible means.

- Ensures that all members of the DPWH-DIMT are well-trained in their assigned tasks in disaster management.
  - Establishes response priorities and coordinates all activities in consultation with the RO and Central/Regional DPWH-DIMT.
  - Shall activate/deactivate certain position and teams in DIMT based on the demands and severity of the incident.
  - Monitors information via any means of communication.
- **Public Information Officer (PIO)**
    - Focal person for information dissemination and works closely with all other Information Officers or the media. The release of all information shall be with approval of the R/D DIC.
    - Monitors information via radio, television and social media
- **Liaison Officer (LOFR)**
    - Contact point person for representatives of assisting and cooperating agencies. Shall ensure that all coordination and communication with other agencies be forwarded and known to R/D DIC.
    - In the absence of the R/D DIC, he/she shall represent the Department in the inter-agency meetings as presided by the Regional Disaster Risk Reduction Management Council/ Regional IMT.
    - Keep updated “Directory” of officials, concerned agencies with their contact numbers for ready reference
- **Safety Officer (SOFR)**
    - Trained and knowledgeable in terms of safety procedures in response operations before and during deployment.
    - Conducts preliminary survey of the affected area to ensure safe deployment of QRA.
    - Works with Operations Unit Head on tactics, anticipates, detects, and corrects unsafe situations and has the emergency authority to stop any unsafe acts, situations and operations.
    - Checks if all responders have completed PPE prior to deployment.
    - Attended at least Construction Occupational Safety and Health (COSH) and Basic Occupational Safety and Health (BOSH) Seminars by the Department of Labor and Employment (DOLE).
- **Operations Unit Head**
    - Plans and implements strategies, as well as manages, directs, and coordinates all clearing operations and palliative measures on damaged infrastructures.
    - Conducts on-site preliminary survey of the affected area to identify suitable equipment and needed manpower.
    - Ensures that all reports on-ground with regards to the status of all operations are submitted to the Monitoring Unit Head.
    - Reports to the Logistics Unit Head regarding the status of equipment, tools and other resources.
    - Identifies the safest alternate routes to be used during response operations or emergency situations.
    - Ensures and monitors the implementation of plans.
    - Shall supervise the activated teams/task force required by the actual situation, such as clearing operations, emergency brigade and others.

- **Monitoring Unit Head**

- Leads the development and improvement of plans (i.e. Evacuation Plan, Contingency Plan) in coordination with concerned offices.
- Oversees the preparation and timely submission of activation, available equipment and manpower, situational and calamity damage reports in compliance to the approved format to the Central EOC with the approval of R/D DIC.
- Ensures that all reports and plans are properly consolidated, kept, and filed.
- Shall manage the EOC and the Situation and Documentation Unit.
- Keep updated “Directory” of officials, concerned agencies with their contact numbers for ready reference

- **Logistics Unit Head**

- Provides resources such as: fuel, facilities (e.g. tent), transportation, communications, office supplies, PPE, equipment, basic tools, medical and food to support the operations.
- Keeps a document track of the mobilized/deployed QRA with coordination with the Operations and Monitoring Unit Heads.
- Maintains an updated list of available and operational QRA to be utilized in any emergency response operations.
- Requests needed resources to the Finance/Administrative Unit Head.
- In the event of activation of the IMT of the R/P DRRM Council, shall lead proper check-in of its QRA to the Incident Command Post or in the Staging Area in coordination with Logistics Cluster.
- Supervises the subunits required by the actual situation, such as Supply, Medical and Food Subunits.

- **Finance/Administrative Unit Head**

- Responsible for sourcing and monitoring of funds and maintains financial records of the cost incurred during the response and emergency operations.
- Closely coordinates with the Logistic Unit Head with regards to the needs of the response operations and administers its procurement.
- Performs time recording of all personnel involved in the response operations.
- Recommends to the R/D DIC the procurement of needed resources.
- Identifies assets for Salvage Priority Marking
- Ensures that all DPWH responders and Staff Duty Officers are enrolled in an insurance policy (e.g. GSIS) and properly compensated (i.e. Overtime and Hazard Payment).
- Supervises the subunits required by the actual situation, such as Procurement and Cost Subunits.
- Records list of donations and assistance received from partnered agencies, private organization and individuals

Assigned DPWH-DIMT in disaster occurrence must not be replaced unless a valid and approved reason is presented. It is reminded that one person shall handle/occupy one position only in order to perform effectively the above-mentioned duties and responsibilities.

It shall be noted that the DPWH-DIMT is not identical to the existing organization setup of the RO/DEOS. Delegation and designation of DPWH-DIMT position is based on the capability to execute the above-mentioned roles and responsibilities.

The composition of DPWH-DIMT and execution of disaster management activities should be performed by the whole DEO/RO and not solely the responsibility of the Maintenance Section/Division.

### 1.2.1.1 General Staff Subunits/Teams

The DIC may established and activate the following subunits or team under his General Staff, based on the impacts and actual needs of the scenario:

#### 1.2.1.1.1 Operations Unit

##### 1.2.1.1.1.1 DPWH Emergency Brigade

The DPWH-DIMT may be expanded as needed and shall organize a response team that can be readily mobilized to assist in the affected areas within the DPWH compound. Each building in the Central, Regional and District Engineering Offices of the Department shall establish an Emergency Brigade (EB) as on-scene first responders of small-scale degree incidents directly under the supervision of the Operations Unit Head. Figure 1.5 shows the organizational structure of a typical DPWH EB which must be adapted from the national, regional, and district level of the Department.

#### a. Objectives:

- To ensure safety of all employees in case of conflagration and other emergencies.
- To ensure orderly evacuation of personnel and execute speedy withdrawal of important documents, records and office equipment.
- To perform immediate response to minor emergencies in order to prevent casualties and damages to properties.
- To implement Evacuation, Exit Plan, Security and Vehicular Traffic Plan, Salvage Priority Marking and Asset Evacuation Procedures.

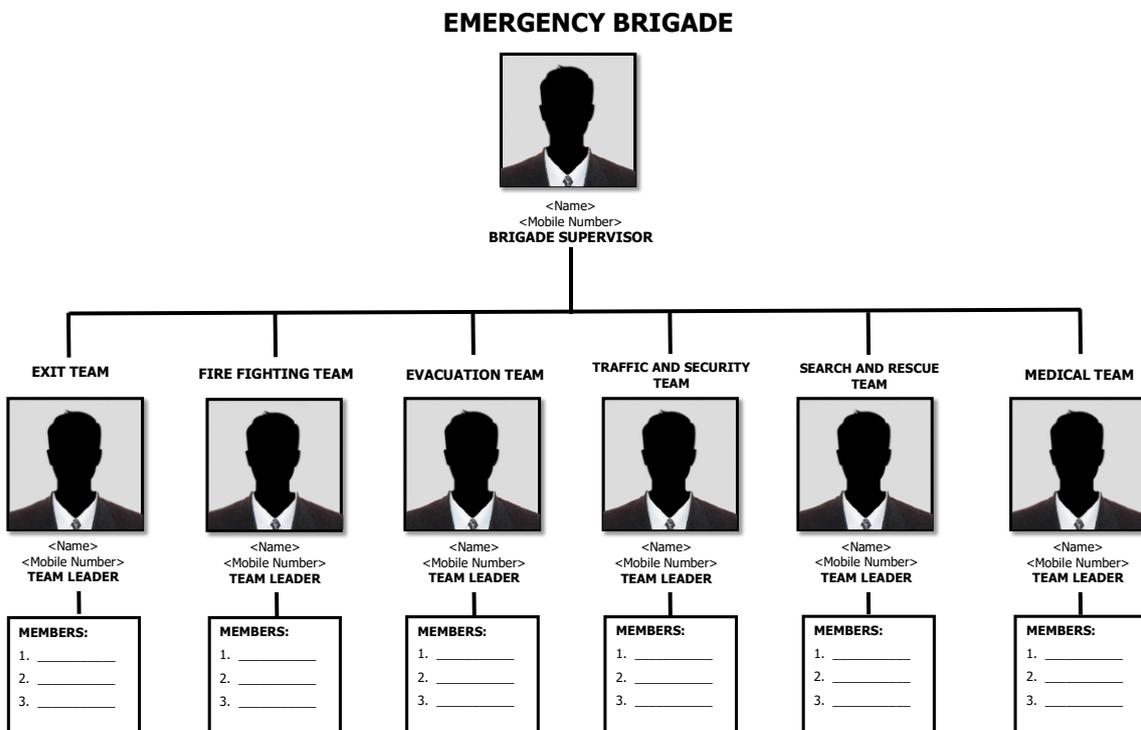


Figure 1.4 DPWH Emergency Brigade

**b. Roles and Responsibilities:**

The assigned brigade shall execute and carried out their designated functions as detailed below:

- **Brigade Supervisor** - Supervises Emergency Brigade Teams in emergency exit drills; Evaluates and recommends revision, improvements of emergency safety plans and programs; Assures the availability and effectiveness of preparedness and response equipment and supplies (i.e. alarm systems, fire extinguisher, first aid kit, etc.); Communicates with concerned offices such as Philippine National Police (PNP) and Bureau of Fire Protection (BFP) in case of abrupt occurrence of incident and; Perform other allied functions that may be assigned to him by Operations Unit Head.
- **Exit Team** - Coordinates safety exit of all building occupants; Coordinate activities that affect safety exit drills to avoid overcrowding; Responsible for tagging of rooms after the exit of the evacuees and perform other allied functions that may be assigned to by Brigade Supervisor.
- **Evacuation Team** - Adopts and executes evacuation plan; Guide building occupants to respective assigned evacuation routes to the evacuation area; Monitor salvage priority marking and implements assets evacuation procedures and; Conduct headcount of evacuees and perform other duties as the Brigade Supervisor may direct.
- **Fire Fighting Team** - Determines the vulnerabilities of the building and premises and report findings to the Brigade Supervisor; Assist the formulation and implementation of fire prevention measures, policies, etc. Prevent and control the spread of fire and perform such other duties as the Brigade Supervisor may direct.
- **Search and Rescue Team** - Recommends and implements search and rescue plan; Coordinate transport of victims to the medical team and perform other duties as the Brigade Supervisor may direct.
- **Traffic and Security Team** - Executes crowd control within the vicinity and ensures unobstructed emergency lane for all responders; Supervises and secures the evacuation and salvage area and performs other duties as the Brigade Supervisor may direct;
- **Medical Team** – Ensures availability of medical kits in every office; Performs first aid treatment and triaging of affected personnel; Facilitates transport of victims to nearest hospital and performs other duties as the Brigade Supervisor may direct.

Members under each Team Leader of Emergency Brigade shall be assigned per room, floor, building or as needed based on the assessment. Moreover, the personnel assigned shall be trained and well versed in the protocols during response operations.

#### **1.2.1.1.1.2 DPWH Clearing Operations Response Team**

##### **a. Roles and Responsibilities:**

The assigned team shall execute and carried out their designated functions as detailed below:

- Clears the national road sections and bridges based on the instructions provided by the Operations Unit Head.
- Ensures safety execution of clearing operations.
- Disposes properly all collected debris based on the instructions provided by Operations Unit Head.
- Reports clearing progress and any untoward incident that may transpire during operations.

#### **1.2.1.1.1.3 DPWH Post Calamity Damage Assessment (PCDA) Team**

PCDA Team shall be composed of technical personnel who will conduct Earthquake Quick Response Assessment, and will identify damages, losses, rehabilitation/reconstruction cost and prioritize infrastructure facilities under the mandate of the Department after the impact of any incident/disaster.

##### **a. Roles and Responsibilities:**

The assigned team shall execute and carried out their designated functions as detailed below:

- Executes assessment and evaluation on the extent and type of damages
- Provides cost of damages and losses caused by the calamity using prescribed form.
- Prepares and submits reports to the Operations Unit Head for endorsement to the Monitoring Unit.
- Prioritizes proposed projects in terms of urgency and impact.
- Prepares required documents to support funding request and ensures that the proposed scope of works is appropriate to the damaged infrastructure.

#### **1.2.1.1.2 Monitoring Unit**

The following subunits shall be activated to man the EOC together with the activated positions of IMT:

##### **1.2.1.1.2.1 Situation and Documentation Subunit**

###### **a. Roles and Responsibilities:**

- Supervises and counter checks the activities/reports of the duty personnel.
- Endorses to the Monitoring Unit Head all the reports prepared by Staff Duty Officer (SDO).
- Ensures proper handover of duties and responsibilities, documentation, and other concerns.

#### **1.2.1.1.2.2 Staff Duty Officer**

##### **a. Roles and Responsibilities:**

- Receives, verifies and records all incoming reports.
- Consolidates and prepares all required reports from the EOC.
- Coordinates with DPWH-EOCs on updates and issues/concerns requiring immediate action.

#### **1.2.1.1.3 Logistics Unit**

The following subunits shall be activated to provide and monitor resources for the whole operation:

##### **1.2.1.1.3.1 Supply Subunit**

##### **a. Roles and Responsibilities:**

- Orders, receives, processes and stores all incident-related resources including tactical and support resources (including personnel), all expendable and non-expendable support supplies. (i.e. communication, office supply, PPEs, heavy and office equipment)
- Set-ups, maintains and demobilizes all incident supporting facilities and EOC.
- Provides service, repair and fuel for all equipment, transportation and support service vehicles.
- Transports personnel, supplies and equipment needed for the response operations.

##### **1.2.1.1.3.2 Medical Subunit**

##### **a. Roles and Responsibilities:**

- Provides and manages medical resources (including medical personnel) for the response operations and personnel manning the EOC.
- Assists the Finance/Admin Unit with processing medical-related claims.
- Coordinates with Supply Subunit for the transport and distribution of medical resources.

##### **1.2.1.1.3.3 Food Subunit**

##### **a. Roles and Responsibilities:**

- Provides and manages food supply for the personnel deployed for response operations and in the EOC.
- Anticipates the number of personnel to be fed and develop plans for supplying food for all incident area.
- Coordinates with Supply Subunit for the transport and distribution of food supplies.

#### **1.2.1.1.4 Finance/Admin Unit**

The following subunits shall carry out the administrative and finance functions in the course of operations of the disaster/incident:

#### **1.2.1.1.4.1 Procurement Subunit**

##### **a. Roles and Responsibilities:**

- Manages and processes financial matters and billing invoices pertaining to supply contracts, equipment rental agreements, leases and fiscal agreements.
- Maintains and oversees time records for all equipment assigned to an incident and posts all charges or credits for fuel, parts, service etc. used by equipment.
- Maintains list of local sources for equipment and supplies.

#### **1.2.1.1.4.2 Time and Claims Subunit**

##### **a. Roles and Responsibilities:**

- Ensures accurate recording of daily personnel time in compliance with the agency time recording policies
- Collects and processes personnel time records for the whole response period.
- Maintains close coordination with the Medical Subunit for medical-related claims.
- Oversees the completion of all claim forms and supporting documents required under the department and other concerned agencies policy.
- Investigates all claims involving property associated with or involved in the incident.
- Maintains records of all injuries and other medical-related incident.

#### **1.2.1.1.4.3 Cost Subunit**

##### **a. Roles and Responsibilities:**

- Analyzes and prepares estimates for the operations/management of incidents.
- Ensures proper identification and processes payment for all resources used in the entire incident.
- Records and maintains all cost incurred throughout the management of the incident.
- Maintains coordination with the other concerned sections and units for all finance-related processes.

### **1.2.2 Activation/Deactivation Criteria of Specific DPWH-DIMT**

To ensure that the DPWH-DIMT are activated promptly upon occurrence of any disaster/incidents, the following guidelines shall be followed:

#### **a. Preparedness Phase:**

All Regional and District DPWH-DIMT within the regions identified by the warning agencies based on the Pre-Disaster Risk Assessment (PDRA), or as per issued Memorandum of the DPWH Central Office or the National/Regional OCD, whichever comes first, shall activate their respective DIMT.

#### **b. Response Phase:**

In the event that any of the DPWH Implementing Offices are incapacitated in managing the disaster/incident within their jurisdiction, the following criteria in Table 1.3 shall be followed:

**Table 1.3 Assumption of Command within DPWH-DIMT**

DPWH-DIMT	Assumption Criteria
Regional DIMT	If any of the District Engineering Offices is incapacitated due to the effect of incident, the Regional DPWH-DIMT shall augment for the command, control and response of the area until the situation of the concerned DEO have been confirmed to be in functioning condition.
Central DIMT	If any of the Regional Offices is incapacitated due to the effect of incident, the Central DPWH-DIMT shall augment for the command, control and response of the area until the situation of the concerned Regional Office have been confirmed to be in functioning condition. If the Central DPWH-DIMT is incapacitated due to effect of incident, approved Continuity Plan shall be implemented.

When the situation in the affected implementing offices returns to normal condition, based on the assessment and recommendation of the Disaster and Incident Commander (DIC) and approval of the Head of Office (HO), the management of the incident/disaster shall be turned over back to the District/Regional DPWH-DIMT.

Notwithstanding the criteria stated in Table 1.3, the Regional DPWH-DIMT particularly the Disaster and Incident Commander (DIC) and Monitoring Unit shall still be activated in order to receive reports from affected District DPWH-DIMT and forward them to the Central DPWH-DIMT.

Before the DPWH-DIMT is deactivated, DIC shall ensure that the debriefing is conducted, response operations are completed, and the required reports are finalized and approved by the Head of Office (HO) and submitted to the concerned DPWH Emergency Operation Center (EOC).

### 1.2.3. Procedures for the Assumption of Command

In the assumption of command, the following procedures shall be duly implemented:

Case 1: With request for augmentation and communication is available

- a) The Head of Office (HO) of District Engineering/Regional/Central Office of the affected area, in any means of communication, shall inform and request to the concerned Head of Office (HO) of the Regional/Central DIMT for the augmentation and assumption of command, control and response.
- b) The requestee shall inform the requestor in any means of communication for the acceptance on the augmentation and assumption and shall activate its Disaster and Incident Management Team (DIMT) for deployment.
- c) The requestee's DIMT shall be deployed to the requestors area of responsibility for the execution of command, control and response operations until the situation of the requestor returns to its functioning condition.
- d) Prior to demobilization of the requestee's DIMT, proper turn-over of all documents and other pertinent information shall be endorsed to the augmented DIMT. A hand-over meeting shall be accomplished.

Case 2: Without request for augmentation due to communication issues in the affected area

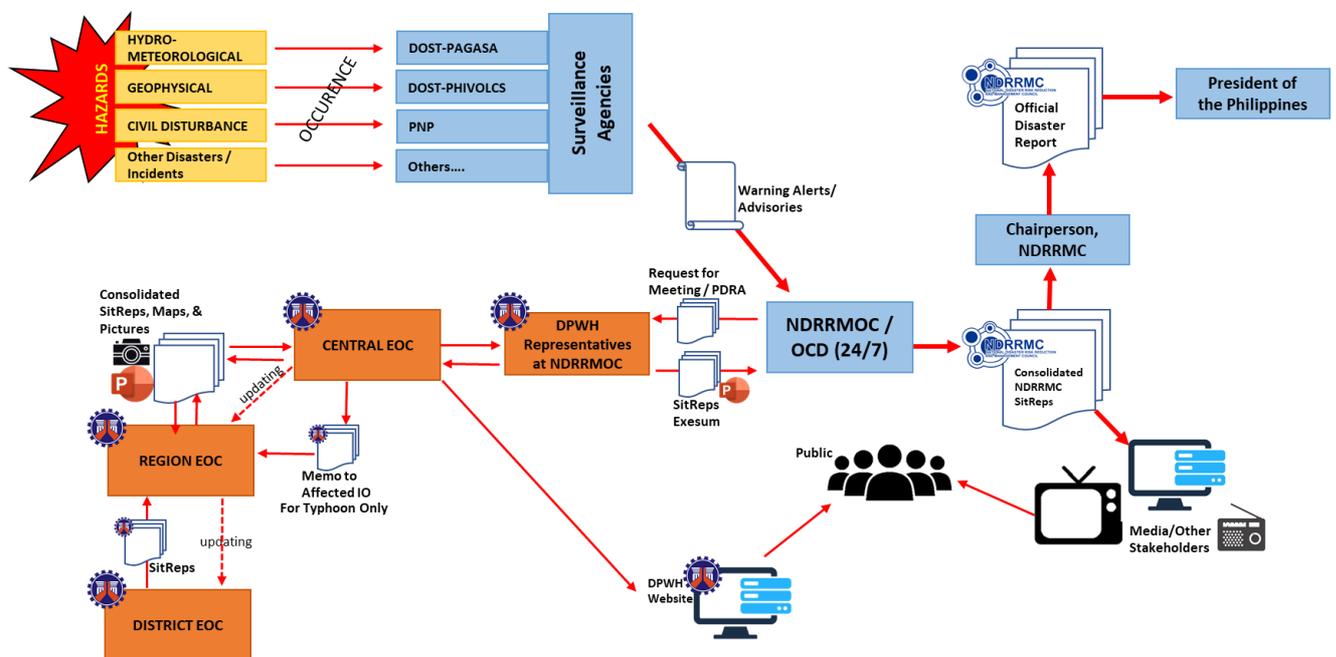
- a) If no feedback or reports received from the District/Region EOC within 4 hours (sudden onset) and 8 hours (slow onset) after the impact of the disaster/incident, the higher office shall dispatch personnel to assess the operational situation.
- b) Based on the assessment of the dispatched personnel, Head of Office (HO) of Region/Central DIMIT shall decide or initiate the augmentation to the affected area.
- c) Augmentation DIMIT, assigned by the Regional/Central DIC, shall be deployed to the affected area for the execution of command, control and response operations until the situation of the affected DIMIT returns to its functioning condition.
- d) Upon arrival on the identified affected area, the augmentation DIMIT shall gather all documents and other pertinent information from the affected DIMIT and a turn-over meeting shall be done.

## 2. DPWH EMERGENCY OPERATION CENTERS

As part of the Department’s goal to have a central facility for command and control, an Emergency Operation Center (EOC) shall be established at Central, Regional, and District Engineering Offices who shall be responsible for carrying out the principles of disaster management functions at a strategic level during emergency scenarios. This facility must be separated from the normal working area and adequately equipped and staffed to ensure the continuity of all preparedness and response operations through uninterrupted communications and monitoring activities.

An EOC is responsible for ensuring that all data and situations are gathered and analyzed to come up with a strategic direction and operational decisions.

### 2.1. Communication Flow and Warning Dissemination



**Figure 2.1 Schematic Diagram of the Communication/Information Flow**

The DPWH information/communication flow, derived from that of the NDRRMOC, shows how warnings/alerts/advisories from the surveillance agencies are disseminated to the different member agencies. The NDRRMOC shall convene the member agencies for the conduct of Pre-Disaster Risk Assessment (PDRA) that shall identify the possible impact to the identified affected area. Based on the result of PDRA, the Central Office shall issue a Memorandum to the identified implementing office for the activation of their operation centers. Situational reports shall be prepared by the concerned District DPWH-EOC then consolidated by Regional DPWH-EOC and evaluated and consolidated by the Central DPWH-EOC. It is then submitted to the NDRRMOC through the logistics and response cluster and posted to the DPWH Official Website and Social Media Accounts. This provides decision-makers and road users with valuable information and knowledge regarding affected national roads and/or bridges.

## 2.2. Guidelines in Operating the DPWH-EOC

### 2.2.1 DPWH- EOC Alert Level

All DPWH EOCs shall be activated by the DIC and be manned and maintained by identified DPWH-DIMT. This manual stipulates the Standard Operating Procedure (SOP) and guidelines that shall be followed by the DPWH-DIMT and the Staff Duty Officers (SDOs) during their tenure of duty.

Each SDO shall be composed of Duty Officers, which shall be under the supervision of Situation Documentation Subunit.

Figure 2.2 shows the alert levels where it is raised prudently according to the level of readiness to take on an activity or response mission.

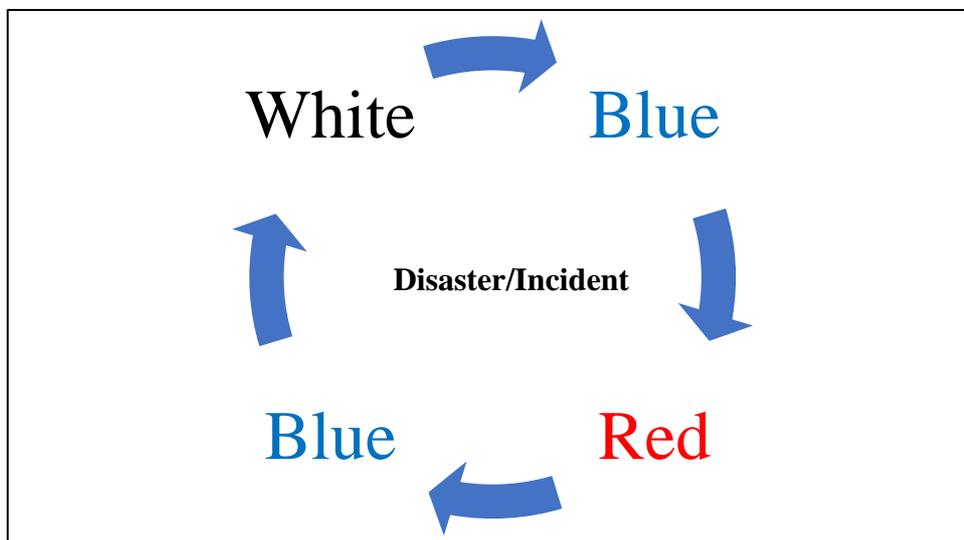


Figure 2.2 DPWH Alert Level Cycle

The following Alert Level are defined in the following three (3) step color code:

- **White Alert** - normal office operations.
- **Blue Alert** – occurs before the impact of any disaster/incident where it signifies the readiness for the preparation for a full-scale disaster management wherein all resources are activated and made available for deployment. Also, it transpires after any disaster/incident wherein the transition from the highest alert level back to normal operations before the deactivation of the EOC.
- **Red Alert** – occurs during and immediately after the impact of any disaster/incident. It signifies the highest level of disaster management wherein all resources needed are deployed.

### **Triggering Factors:**

- **Blue Alert** – Upon entry/exit of the tropical cyclone in the PAR and activation of DPWH DIMIT as stated in Chapter 1.
- **Red Alert** – Depending on the status of national roads and bridges and/or may refer to NDRRMC issuances on alert levels on specific disaster/incident.

#### **2.2.1.1 Levels of Action**

##### **a. DPWH – Central DPWH-EOC**

Since the occurrence of different disasters may or may not be predictable, these guidelines shall be complied to continuously provide information, assistance, and guidance to the general public and to the response member agencies.

##### **a.1 SUDDEN ONSET Situation**

Should the emergency occur at night or on weekends (normal condition), Central DIC should inform the Monitoring Unit Head to activate and assign the Staff Duty Officers (SDOs based on the approved SDO schedule) as well as provide instructions regarding the situation and the report submission. Unless otherwise stated, the assigned SDOs must submit one (1) full report to the Central DPWH-DIMIT for the Monitoring Unit Head approval and forward to the NDRRMOC as authorized by the DIC. This includes the consolidated Executive Summary, Situational Report, Map of Affected Road Sections/Bridges and Calamity Damaged Infrastructure Report as necessary. If the emergency situation worsens, the tour of duty schedule shall continue.

For visual representation of the process, see Figure 2.3.

##### **a.2 SLOW ONSET Situation:**

During BLUE Alert, the SDOs in the Central DPWH-EOC shall perform an 8-hour day shift duty for the duration of the emergency, regardless of the day of the week. Two (2) full reports must be prepared and approved.

During RED Alert, SDOs in the DPWH-EOC and NDRRMOC shall be on a 12-hour duty shift, either from 7AM-7PM or 7PM-7AM, for the duration of the emergency, regardless of the day of the week until the alert level has been downgraded. The Central DPWH-EOC shall inform in any means of communication the affected Regional DPWH-DIMIT of the said raising or downgrading of alert status for information and advanced instructions for their EOCs. (see Figure 2.4)

### **a.2.1 White Alert**

1. Regular and routine work in the office.

### **a.2.2 Blue Alert**

1. Dissemination and coordination of the declared heightening of DPWH Alert Status to the concerned Regional DPWH-EOCs through any means of communication.
2. Issuance of Memorandum to concerned DPWH-RO; re: Activation of DPWH-DIMT in preparation for the emergency, signed by the DIC.
3. Preparation of report and other briefing materials on current situation for the DIC on the preparedness measures of the concerned Regional/District DPWH-EOCs.

### **a.2.3 Red Alert**

1. Dissemination and coordination of the declared heightening of DPWH Alert Status to the concerned Regional DPWH-EOCs through any means of communication.
2. Validation and consolidation of information/reports submitted by the Regional/District DPWH-EOCs with regards to the status of National Roads and Bridges and other Public Infrastructures, to be forwarded to;
  - a. DPWH Central Disaster and Incident Management Team
  - b. NDRRMC Logistics and Response Clusters
3. Ensuring that the status of ongoing disaster operations, the evolving situations in the affected areas, and the actions taken are properly monitored, updated and reflected in the Situational Report.
4. Updating the submitted report by the Regional DPWH-EOCs that were received through direct communication to the indicated Point Person in the DPWH-QMSP-16-11 via SMS, e-mails, facsimile, telephone, and any digital messaging applications. Reckoning time for each communication must be reflected in the remarks of Situational Reports.
5. The Liaison Officer shall attend and represent DPWH in any meeting called and presided by the NDRRMC for updates and attends and/or answers queries pursuant to the Department's Mandate.
6. Ensuring that the reports and other pertinent information submitted to the NDRRMOC/DPWH DIMT are updated and accurate.

For visual representation of the process, see Figure 2.4.

## **b. Regional and District DPWH-EOC**

### **b.1 SUDDEN ONSET Situation:**

The EOC shall be activated together with the DPWH-DIMT and the SDOs and shall perform a shift duty to provide reports to the Central DPWH-EOC.

If no feedback or reports received from District DPWH-EOC within four (4) hours after the impact of the disaster/incident, the Regional DPWH-DIMT shall dispatch personnel to assess the operational situation.

### **b.2 SLOW ONSET Situation:**

During BLUE Alert, the SDOs in the Region/District DPWH-EOC shall perform 8-hour day shift duty for the duration of the emergency, regardless of the day of the week in which two (2) full reports must be submitted.

During RED Alert, SDOs shall perform 8-hour duty shifts, either from 7AM-3PM, 3PM -11PM, 11 PM - 7AM, for the duration of the emergency, regardless of the day of the week until the alert level has been downgraded. If no feedback or reports received from District DPWH-DIMT within eight (8) hours after the impact of the disaster, the Regional DPWH-DIMT shall dispatch personnel to assess the operational situation.

In case that the affected District DPWH-EOC cannot activate due to the impact of devastation both for sudden and slow onset, the Regional DPWH-EOC may serve as the temporary District DPWH-EOC or the District may opt to set-up a temporary EOC facility until the situation returns to functioning condition.

The Regional DPWH-EOC should inform the affected District DPWH-EOCs of the said raising and downgrading of alert status for information and advanced instruction for their activation /deactivation through any means of communication.

When the alert status is downgraded to normal condition, Regional/ District DPWH-EOCs shall continue to submit Situational Reports to the Central DPWH-EOC once a day. A Final Situational Report shall be submitted to the Central DPWH-EOC when all affected road sections are passable.

However, if there are prolong closure of road sections due to massive damage wherein repairs and early recovery activities (i.e. provision of bailey bridges and detour road) are not possible, the concerned EOC may submit a Final Situational Report provided that any of the following are indicated in the "Remarks" column, viz:

- designated alternate route;
- expected date of opening; and
- ongoing/under process proposed repair/rehabilitation works.

### **b.2.1 White Alert**

1. Regular and routine work in the office.
2. Updating of Inventory of Available Quick Response Asset (DPWH-QMSP-16-06 and 07) for every DPWH-IO.

### **b.2.2 Blue Alert**

#### **a. Regional DPWH-EOC**

1. Dissemination and coordination of the declared heightening of Alert Status to the concerned District DPWH-EOCs through any means of communication.
2. Mandatory submission of Regional and consolidated District Activation Report-Disaster and Incident Management Team (DPWH-QMSP-16-08), Summary of Prepositioned Quick Response Assets (DPWH-QMSP-16-10) and Map to Central DPWH-EOC.
3. Concerned Regional SDO shall coordinate with their respective District DPWH-EOC regarding the status of the National Roads and Bridges and other Public Infrastructures under their jurisdiction.
4. The Situation and Documentation Unit shall report to the Monitoring Unit Head with regards to the incoming Situational Reports and its updates.

#### **b. District DPWH-EOC**

1. Mandatory submission of Activation Report-Disaster and Incident Management Team (DPWH-QMSP-16-08) and List of Prepositioned QRA (DPWH-QMSP-16-09) and Map to Regional DPWH-EOC.
2. Concerned District SDOs, monitors and provides updates of the status of the National Roads and Bridges and other Public Infrastructures to be reported via accomplished Situational Report (DPWH-QMSP-16-11) to the Regional DPWH-EOC. District SDOs must also maintain an open line of communication for updates and other information required.

### **b.2.3 Red Alert**

#### **a. Regional DPWH-EOC**

1. Dissemination and coordination of the declared heightening of Alert Status to the concerned District DPWH-EOCs through any means of communication.
2. Concerned Regional DIMT shall be notified by the Regional SDO regarding the situation. The Regional SDO shall keep an open line of

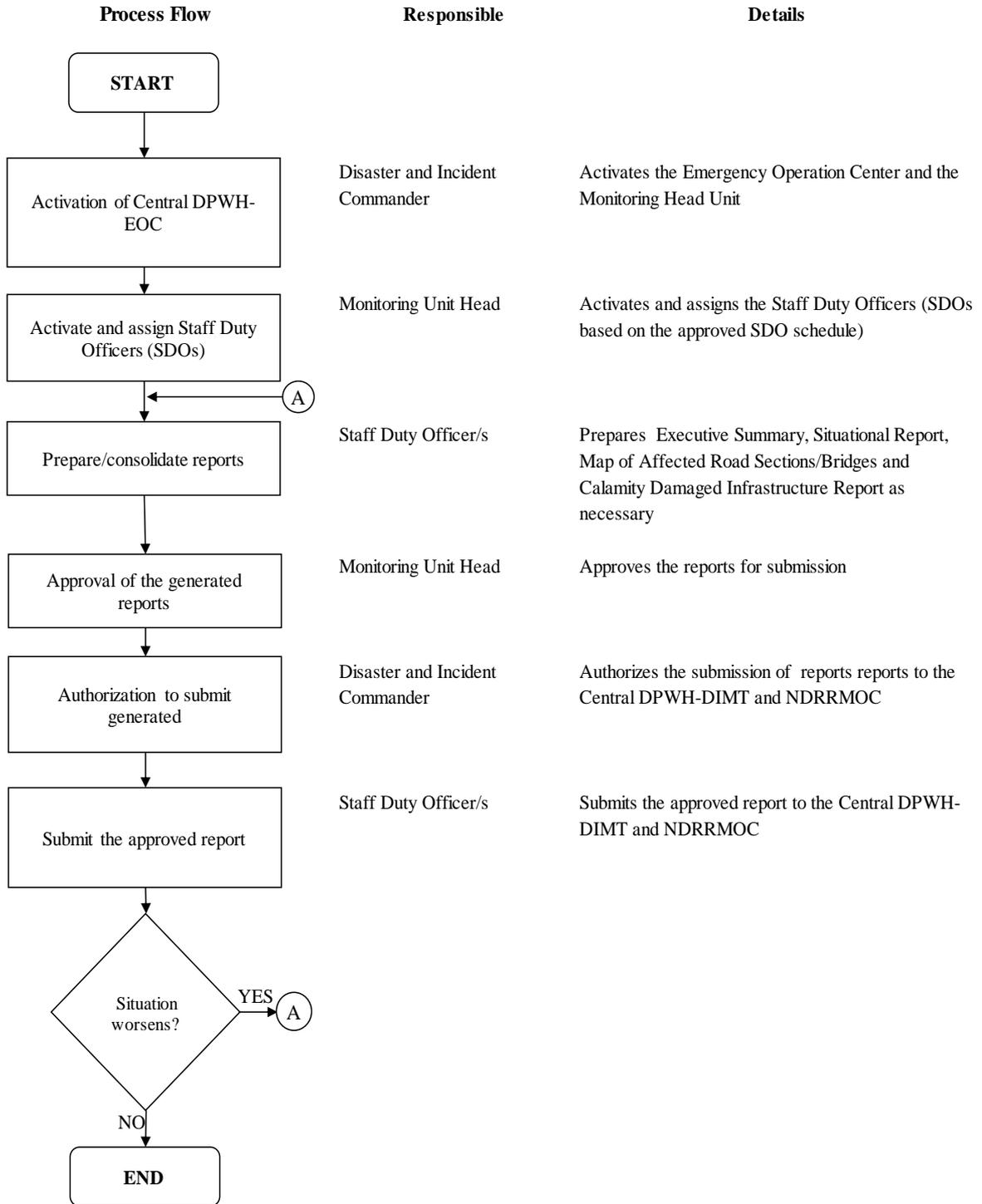
communication for updates and other information/assistance required.

3. Concerned Regional DPWH-EOCs shall submit Situational Report (DPWH-QMSP-16-11) to the Central DPWH-EOC on schedule as stated in Chapter 3: Table 3.1 Timelines for the Submission of Situational Reports.
4. The Regional DPWH-EOC shall ensure that the status of the ongoing disaster operations, the evolving situations, and the actions taken are properly monitored, updated, and reflected in the Situational Report for timely submission to the Central DPWH-EOC.

**b. District DPWH-EOC**

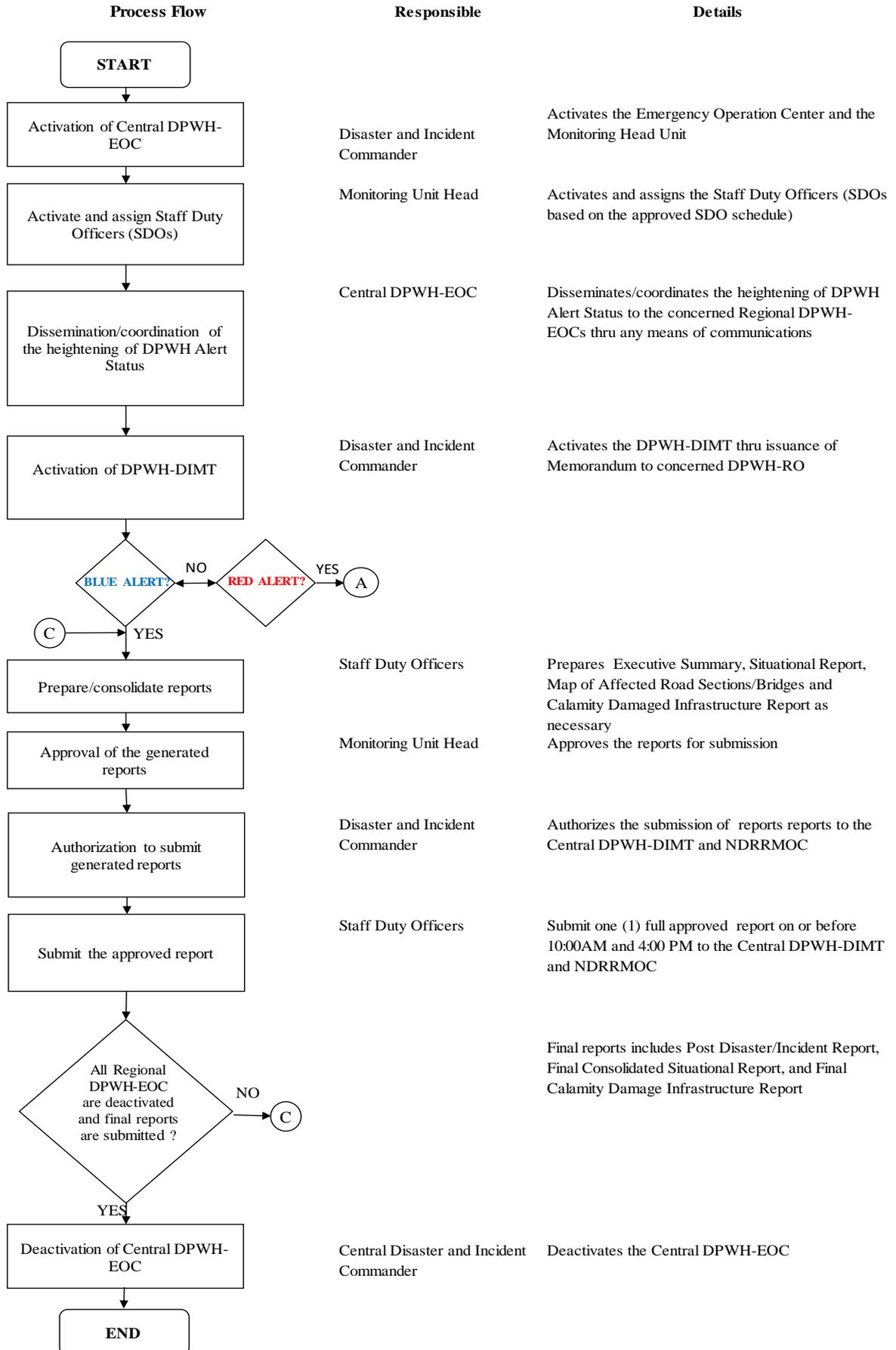
1. Concerned District DPWH-DIMT shall be notified by the District SDO regarding all situations.
2. Concerned District DPWH-EOCs shall submit Situational Report (DPWH-QMSP-16-11) to the Regional DPWH-EOC on schedule as stated in Chapter 3: Reporting System.
3. The District DPWH-EOC shall ensure that the status of ongoing disaster operations, the evolving situations in the affected areas and the actions taken are properly monitored, updated and immediately reported to the Regional DPWH-EOC or if possible, Central DPWH-EOC and later be reflected in the Situational Report as official documentation.
4. The District DPWH-EOC shall ensure that the indicated Point Person and its corresponding contact details in the submitted Situational Report (DPWH-QMSP-16-11) is correct and is able to update the actual situation of the affected road section under his/her jurisdiction whenever asked for.
5. The District DPWH-EOC shall ensure that the Situational Reports and other pertinent information submitted to the Regional DPWH-EOC are updated.

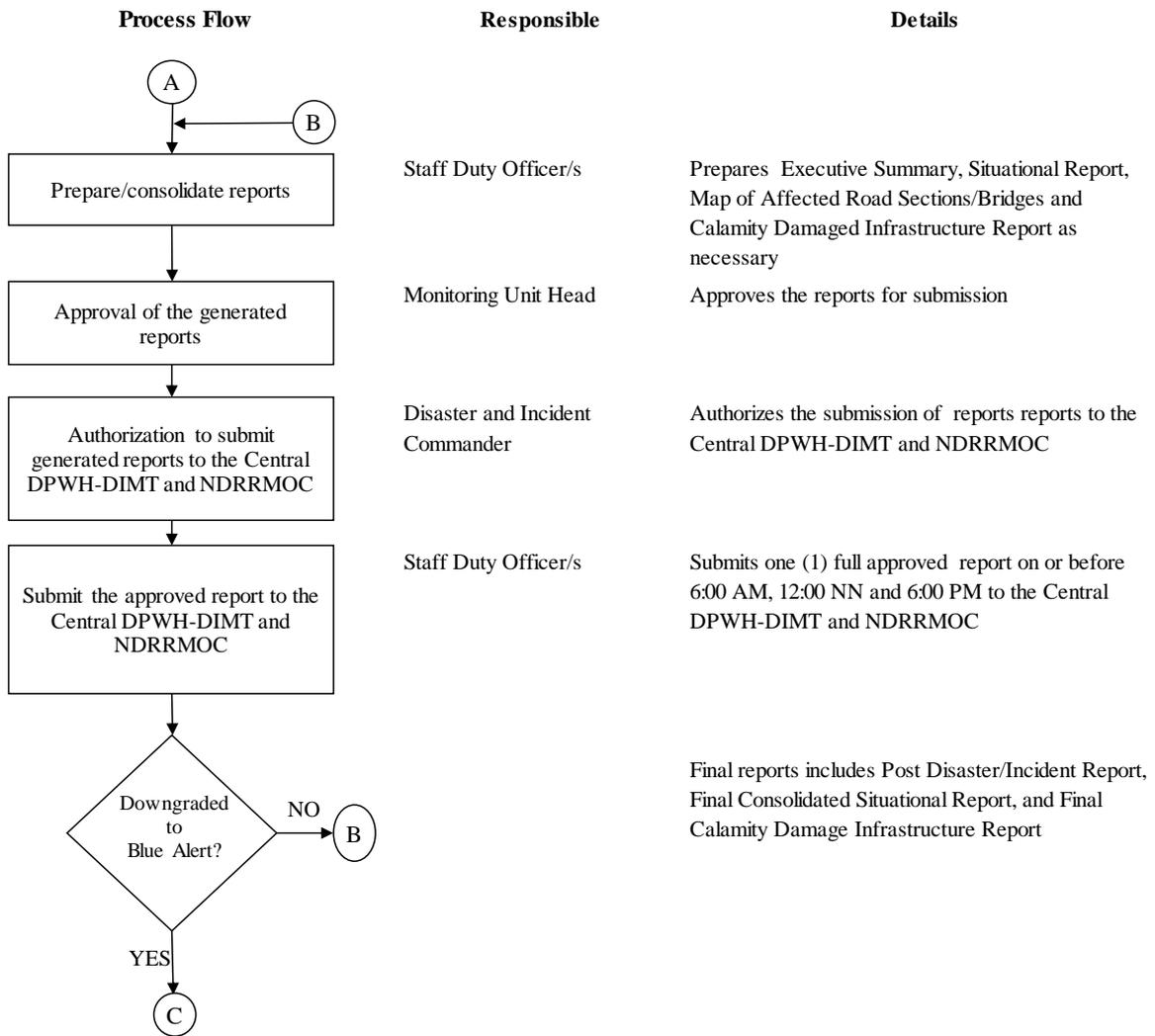
**DPWH - Central DPWH-EOC  
For SUDDEN ONSET Situation**



**Figure 2.3 DPWH Central -EOC Sudden Onset Situation Flow Chart**

**DPWH - Central DPWH-EOC  
For SLOW ONSET Situation**





**Figure 2.4 DPWH Central-EOC Slow Onset Situation Flow Chart**

### 2.2.2. DPWH-EOC Manning System

Due to the nature of the eight (8) or twelve (12) hour duty, a General SDO Schedule (as shown in Figure 2.5) must be created by the Monitoring Unit Head and approved by the Incident Commander/Responsible Official. This document shall indicate the names, contact details, and schedule of the SDO per calendar day of the month to maximize the number of personnel. Unless there are approved directives and leave forms issued prior to the raising of the alert status, this schedule must be strictly followed. In case of special event/incident, a revised SDO schedule shall be approved.

1. SDO shall report for duty ahead of the prescribed time of duty:

**a. Central DPWH-EOC**

**BLUE Alert** (Unless otherwise stated, at the DPWH-EOC)

During Office Hours: 7:00 AM to 4:00 PM

**RED Alert** (Unless otherwise stated, at the NDRRMOC, Camp Crame/DPWH-EOC)

1st Shift Duty: 7:00 AM to 7:00 PM

2nd Shift Duty: 7:00 PM to 7:00 AM

**b. Regional/District DPWH-EOCs**

**BLUE Alert** (Unless otherwise stated, at the DPWH Regional/District Offices)

During Office Hours: 8:00 AM to 5:00 PM

**RED Alert** (Unless otherwise stated, at the DPWH Regional/District Offices)

1st Shift Duty: 7:00 AM - 3:00 PM

2nd Shift Duty: 3:00 PM - 11:00 PM

3rd Shift Duty: 11:00 PM - 7:00 AM

2. The Central, Regional, and District Offices shall provide service vehicles and food assistance during the Blue and Red Alert Status.
3. Outgoing SDO shall not leave their posts until the incoming SDO arrives and shall observe proper turn-over. The outgoing SDO shall endorse all activities conducted, documentations and concerns/issues that need to be addressed by the incoming team to ensure continuity of the work assigned.
4. Facilities and other logistics within the EOC must be acknowledged by the incoming SDO for proper accounting.
5. All SDOs shall stay at the DPWH-EOCs/NDRRMOC during their entire tour of duty and shall refrain from doing other unofficial business. In case of emergency, concerned personnel shall inform the Monitoring Unit Head before leaving the EOC premises.
6. All incoming SDOs shall immediately inform the Monitoring Unit Head if he/she cannot report for duty in the event of an emergency (e.g. flooding, power disruption, illness or family emergencies, etc.) and the Unit Head shall subsequently assign and inform the substitute SDO. Adjustment to the SDO schedule shall be made accordingly.
7. Personnel on official travel or official leave (training/seminars, scheduled medical services) shall be exempted from the SDO schedule. DPWH-EOCs shall immediately issue the revised duty schedule and subsequently inform all personnel on the changes.

**DPWH EMERGENCY OPERATION**  
**(NAME OF OFFICE)**  
**SCHEDULE OF DUTY DURING DISASTERS**  
1st - 31st day of the Month

Duty Station:  
Telephone/FAX No. :  
Email Address:

Revised: ddmmjyy

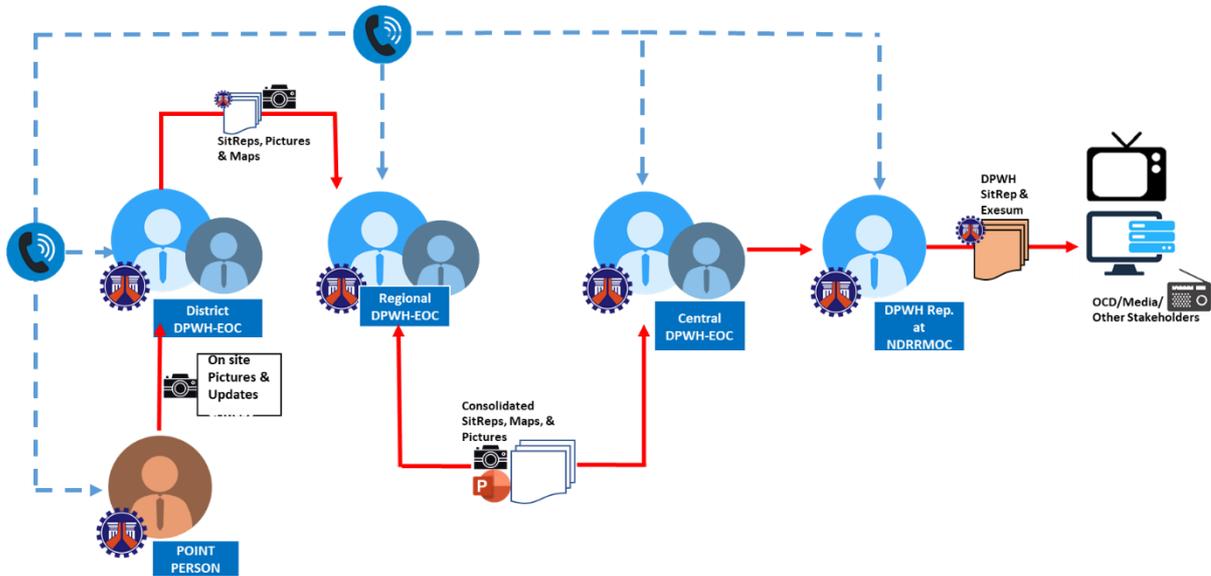
DAY OF THE MONTH	<b>RED ALERT</b>		
	7:00 AM - 3:00 PM	3:00 PM - 11:00 PM	11:00 PM - 7:00 AM
	<b>BLUE ALERT</b>		
	8:00 AM to 5:00 PM		
<b>PLANNING SECTION CHIEF</b>	(name)		
<b>UNIT HEAD</b>	(name)		
Day 1	(name) (contact number)	(name) (contact number)	(name) (contact number)
Day 2	(name) (contact number)	(name) (contact number)	(name) (contact number)
Day 3	(name) (contact number)	(name) (contact number)	(name) (contact number)
Day 4	(name) (contact number)	(name) (contact number)	(name) (contact number)
Day 5	(name) (contact number)	(name) (contact number)	(name) (contact number)
Day 6	(name) (contact number)	(name) (contact number)	(name) (contact number)
Day 7	(name) (contact number)	(name) (contact number)	(name) (contact number)
Day 8	(name) (contact number)	(name) (contact number)	(name) (contact number)
↓	↓	↓	↓
Day 31	(name) (contact number)	(name) (contact number)	(name) (contact number)

Prepared by and Submitted by: \_\_\_\_\_ Approved By: \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_  
**Planning Chief**
**Incident Commander**

**Figure 2.5 Sample of SDO Schedule**

### 2.2.3. Coordination and Feedback Mechanisms



**Figure 2.6 Communication/Information Flow**

1. All SDO (Central/Region/District DPWH-EOCs) shall follow the schematic diagram of the communications/information flow (Figure 2.6) in the performance of their activity during their tour of duty.
2. Central DPWH-EOC SDOs shall ensure that all coordination made by concerned Regional and District SDOs shall be recorded and reported at once for inclusion in the Situational Report.
3. All SDOs shall maintain a file of incoming and outgoing documents related to the ongoing disaster situations during their tour of duty.
4. Outgoing SDOs shall turnover the pertinent reporting information to the incoming SDOs.
5. Upon submission of the full report to the Central DPWH-EOC, advisories on National Road Closures (due to flooding, landslides, obstructions, etc.) and Calamity Damaged Infrastructures Reports are uploaded to the DPWH official website, thru the Central Public Information Officer for the information of the general public.

### 2.2.4. Attire Decorum

1. All duty personnel shall wear appropriate attire and Identification Cards during office hours: Polo Shirt with DPWH Logo.
2. Personnel attending inter-agency meetings at N/R/P/M/DRRMC Offices shall observe appropriate dress code. DPWH vest shall be worn during meetings.

### 2.2.5. Coordination and Sending/Receiving Reports

1. All SDOs shall properly acknowledge the receipt of any information, updates and reports received thru email, SMS, facsimile, and other digital messaging applications.
2. Updating of Situational Reports may be done using the above-mentioned means of communication as advance information only.
3. All reports from Regional and District DPWH-EOCs (as requested for advance information directly to the Central DPWH-EOC) shall be sent directly to the official email address of the Central DPWH-EOC:

**bomsdmcd@dpwh.gov.ph**

4. All SDOs shall observe telephone courtesy at all times, regardless of who the callers are. It is the responsibility of the Regional/District DPWH-EOCs to provide active contact information to the Central DPWH-EOC.

### 2.2.6. Facilities Required in the EOC

The following are the minimum standard facilities that shall be procured and available to be used for the command and control in EOC:

<b>Work/Monitoring Stations</b>	<b>Conference Area</b>
<ul style="list-style-type: none"><li>• Printers with scanners</li><li>• Desktop/Laptop</li><li>• Intranet and Internet Connection</li><li>• Telephone</li><li>• Fax Machine</li><li>• Cell phone</li><li>• Two-Way Radio/Hi-frequency Radio</li><li>• Satellite Phone</li><li>• VSAT Internet Broadband</li></ul>	<ul style="list-style-type: none"><li>• Tables and chairs</li><li>• Television</li><li>• Communication Tools/equipment</li></ul>
	<b>Pantry /Meal Area</b>
	<ul style="list-style-type: none"><li>• Tables and chairs</li><li>• First Aid Kit</li></ul>
	<b>Storage Area</b>
	<b>Toilet and Bath</b>
	<b>Resting/sleeping area with Toilet and Bath</b>
	<b>Other tools/equipment</b>
	<ul style="list-style-type: none"><li>• Emergency Light</li><li>• Back-up Power Source i.e Generator Set</li></ul>

All DPWH EOCs shall always be well maintained and cleaned under the supervision of the Administrative Unit Head. All communication facilities issued to the field personnel who are involved in the response and clearing operations shall be returned and accounted to the EOC thru the Logistic Unit Head upon completion of said operations.

Inventory of facilities and equipment inside the EOC shall be kept and maintained by the Administrative Unit Head.

### 2.2.7. Deactivation of EOC

The EOC established shall be deactivated, together with the DPWH-DIMT, in the following conditions:

**a. District DPWH-EOC**

All operations of clearing, immediate response activities and reporting are completed and endorsed to Regional-EOC.

**b. Regional DPWH-EOC**

All affected District DPWH-EOC have been deactivated and the following reports are endorsed to Central-EOC:

- Final Consolidated Situational Report
- Final Calamity Damage Infrastructure Report

**c. Central Office**

All affected Regional DPWH-EOC have been deactivated and the following reports are endorsed to NDRRMC-OCD:

- Post Disaster/Incident Report
- Final Consolidated Situational Report
- Final Calamity Damage Infrastructure Report

### 2.3 Detailed Duties and Responsibilities in Report Generation

Table 2.1 shows the detailed duties and responsibilities of the concerned DIMT members manning the EOC in different condition/alert status.

**Table 2.1 Detailed Duties and Responsibilities in Report Generation**

DUTY PERSONNEL	CONDITION / ALERT STATUS	
	WHITE	BLUE/RED ALERT
<b>Central DPWH-EOC</b>		
<b>Monitoring Unit Head</b>	<ul style="list-style-type: none"> <li>• Regular and routine office works.</li> <li>• Monitoring the situation of national roads and bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Oversees the preparation and timely submission of all reports to the NDRRMC EOC and PIO with the approval of Central DIC</li> <li>• Maintains open communication to the Regional DPWH-EOCs at all times</li> <li>• Endorses and signs the reports to Central DIC for dissemination to NDRRMC and other stakeholders</li> <li>• Coordinates with Operations Unit Head on updates with regards to the status of all operations on ground</li> </ul>

<b>DUTY PERSONNEL</b>	<b>CONDITION / ALERT STATUS</b>	
	<b>WHITE</b>	<b>BLUE/RED ALERT</b>
<b>Documentation and Situation Unit Head</b>	<ul style="list-style-type: none"> <li>• Regular and routine office works.</li> <li>• Monitoring the situation of national roads and bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Supervises the activities of the duty personnel, ensures that all forms are duly accomplished and see to it that the situation monitored are properly documented</li> <li>• Counter checks the following reports/information prepared by SDO:               <ol style="list-style-type: none"> <li>a. DPWH Preparedness Measures (i.e. Activation of DIMT and Prepositioning of QRA)</li> <li>b. Executive Summary</li> <li>c. Situational Reports on National Roads and Bridges</li> <li>d. Deployed and Augmented QRA</li> <li>e. Calamity Damaged Infrastructure Reports</li> <li>f. Others (Maps and Presentation)</li> </ol> </li> <li>• checks and endorse to the Monitoring Unit Head all the reports prepared by SDO for submission to Central DPWH-DIMT and NDRRMC EOC</li> <li>• Ensures proper handover of duties and responsibilities, documentation, and other concerns</li> <li>• Ensures the availability of the SDOs as per assigned schedule</li> <li>• Checks and endorses all the reports prepared by SDO for submission to the Documentation and Situation Unit Head</li> <li>• Monitors information via radio and television</li> </ul>
<b>Staff Duty Officer (SDO)</b>	<ul style="list-style-type: none"> <li>• Regular and routine office works.</li> <li>• Monitoring the situation of national roads and bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Receives and attends to all phone calls</li> <li>• Receives, verifies and logs all correspondence/reports</li> <li>• Consolidates all received information and prepares the following official reports:               <ol style="list-style-type: none"> <li>a. DPWH Preparedness Measures (i.e. Activation of DIMT and Prepositioned QRA)</li> <li>b. Executive Summary</li> <li>c. Situational Reports on National Roads and Bridges</li> <li>d. Deployed and Augmented QRA</li> <li>e. Calamity Damaged Infrastructure Reports</li> <li>f. Others (Maps and Presentation)</li> </ol> </li> </ul>

<b>DUTY PERSONNEL</b>	<b>CONDITION / ALERT STATUS</b>	
	<b>WHITE</b>	<b>BLUE/RED ALERT</b>
		<ul style="list-style-type: none"> <li>• Forwards/furnishes the Documentation and Situation Unit Head all consolidated reports</li> <li>• Coordinates with Regional/District DPWH-EOCs on updates and issues/concerns requiring immediate action</li> <li>• Monitors information via radio, television and social media</li> <li>• Observes proper handover of duties, documentation, and other concerns to the incoming SDO</li> </ul>
<b>Regional DPWH-EOC</b>		
<b>Regional Disaster and Incident Commander (DIC)</b>	<ul style="list-style-type: none"> <li>• Regular and routine office works.</li> <li>• Monitoring the situation of national roads and bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminates all information and pertinent instructions</li> <li>• In-charge of informing the Central DIC of significant information or events</li> <li>• Closely coordinates with Command Staff on significant information, updates, issues and concerns</li> <li>• Reviews and approves communications and reports prior submission to Central DPWH-EOC and Regional DRRMC-EOC</li> </ul>
<b>Monitoring Unit Head</b>	<ul style="list-style-type: none"> <li>• Regular and routine office works.</li> <li>• Monitoring the situation of national roads and bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Oversees the preparation and timely submission of reports in compliance to the approved format to the Central DPWH-EOC with the approval of Regional DIC.</li> <li>• Ensures that all reports are properly consolidated, kept, and filed</li> <li>• Maintains open communication to the DPWH EOCs at all times</li> <li>• Endorses and signs the communication/reports to Regional DIC</li> <li>• Coordinates with Operations Unit Head on updates with regards on the status of all operations on ground</li> </ul>
<b>Documentation and Situation Unit Head</b>	<ul style="list-style-type: none"> <li>• Regular and routine office works.</li> <li>• Monitoring the situation of national roads and bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Supervises the activities of the duty personnel, ensures that all forms are duly accomplished and see to it that the situation monitored are properly documented</li> <li>• Counter checks the following reports/information prepared by SDO:               <ol style="list-style-type: none"> <li>a. Activation Report</li> <li>b. Prepositioned QRA</li> </ol> </li> </ul>

<b>DUTY PERSONNEL</b>	<b>CONDITION / ALERT STATUS</b>	
	<b>WHITE</b>	<b>BLUE/RED ALERT</b>
		<ul style="list-style-type: none"> <li>c. Situational Report on National Roads and Bridges</li> <li>d. SITREP Geotagged Photographs</li> <li>e. Deployed and Augmented QRA</li> <li>f. Calamity Damaged Infrastructure Report</li> <li>g. Losses</li> <li>h. Post Disaster/Incident Report</li> <li>i. Others (Maps and Presentation)</li> <li>• Counter checks and endorse to the Monitoring Unit Head all the reports prepared by SDO</li> <li>• Ensures proper handover of duties and responsibilities, documentation, and other concerns</li> <li>• Ensures the availability of the SDOs and checks and documents the attendance of all SDO as per assigned schedule</li> <li>• Monitors information via radio, television and social media</li> </ul>
<b>Staff Duty Officer (SDO)</b>	<ul style="list-style-type: none"> <li>• Regular and routine office works.</li> <li>• Monitoring the situation of national roads and bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Receives, verifies and logs all correspondence/reports</li> <li>• Forwards/furnishes the Documentation and Situation Unit Head all consolidated reports</li> <li>• Coordinates with DPWH District-EOCs on updates and issues/concerns requiring immediate action</li> <li>• Consolidates all received information and prepares the following official reports: <ul style="list-style-type: none"> <li>a. Activation Report</li> <li>b. Prepositioned QRA</li> <li>c. Situational Report on National Roads and Bridges</li> <li>d. SITREP Geotagged Photographs</li> <li>e. Deployed and Augmented QRA</li> <li>f. Calamity Damaged Infrastructure Report</li> <li>g. Losses</li> <li>h. Post Disaster/Incident Report</li> <li>i. Others (Maps and Presentation)</li> </ul> </li> <li>• Monitors information via radio, television and social media</li> <li>• Observes proper handover of duties, documentation, and other concerns to the incoming SDO</li> </ul>

DUTY PERSONNEL	CONDITION / ALERT STATUS	
	WHITE	BLUE/RED ALERT
<b>District DPWH-EOC</b>		
<b>District Disaster and Incident Commander (DIC)</b>	<ul style="list-style-type: none"> <li>• Regular and routine office works.</li> <li>• Monitoring the situation of national roads and bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminates all information and pertinent instructions</li> <li>• In-charge of informing the Regional DIC of significant information or events</li> <li>• Reviews and approves communications and reports prior submission to Regional DIC</li> <li>• Closely coordinates with Command Staff on significant information, updates, issues and concerns</li> </ul>
<b>Monitoring Unit Head</b>	<ul style="list-style-type: none"> <li>• Regular and routine office works.</li> <li>• Monitoring the situation of national roads and bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Oversees the preparation and timely submission of activation, planned prepositioning and deployment of QRA, situational and calamity damage infrastructure reports in compliance to the approved format to the Regional DPWH-EOC with the approval of District DIC.</li> <li>• Ensures that all reports are properly consolidated, kept, and filed.</li> <li>• Maintains open communication to the DPWH EOCs at all times</li> <li>• Endorses and signs the reports to District DIC</li> <li>• Ensures the availability of the SDOs and checks and documents the attendance of all SDO as per assigned schedule of all SDO</li> <li>• Supervises the activities of the duty personnel, ensures that all forms are duly accomplished and see to it that the situation monitored are properly documented</li> <li>• Counter checks the following reports/information prepared by SDO:               <ol style="list-style-type: none"> <li>a. Activation Report</li> <li>b. Prepositioned QRA</li> <li>c. Situational Report on National Roads and Bridges</li> <li>d. SITREP Geotagged Photographs</li> <li>e. Deployed and Augmented QRA</li> <li>f. Calamity Damage Infrastructure Report</li> <li>g. Losses</li> <li>h. Post Disaster/Incident Report</li> <li>i. Others (Maps and Presentation)</li> </ol> </li> </ul>

<b>DUTY PERSONNEL</b>	<b>CONDITION / ALERT STATUS</b>	
	<b>WHITE</b>	<b>BLUE/RED ALERT</b>
		<ul style="list-style-type: none"> <li>• Ensures proper handover of duties and responsibilities, documentation, and other concerns</li> <li>• Coordinates with Operations Unit Head on updates with regards on the status of all operations on ground</li> <li>• Monitors information via radio, television and social media</li> </ul>
<b>Staff Duty Officer (SDO)</b>	<ul style="list-style-type: none"> <li>• Regular and routine office works.</li> <li>• Monitoring the situation of national roads and bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Receives and attends to all phone calls</li> <li>• Validates all the information/report gathered from Point Persons</li> <li>• Forwards / furnishes the Monitoring Unit Head directly with all consolidated reports received from Point Persons</li> <li>• Observes proper turn-over of duties, documentation, and other concerns to incoming Duty Personnel</li> <li>• Prepares and translates the following information into official report:               <ul style="list-style-type: none"> <li>a. Activation Report</li> <li>b. Prepositioned QRA</li> <li>c. Situational Reports on National Roads and Bridges</li> <li>d. SITREP Geotagged Photographs</li> <li>e. Deployed and Augmented QRA</li> <li>f. Calamity Damaged Infrastructure Reports</li> <li>g. Losses</li> <li>h. Post Disaster/Incident Report</li> <li>i. Others (Maps and Presentation)</li> </ul> </li> <li>• Monitors information via radio, television and social media</li> <li>• Receives and logs all correspondence/reports</li> </ul>
<b>POINT PERSON</b>	<ul style="list-style-type: none"> <li>• Regular and routine office/field works.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports to the District DIC/Operations Unit Head for instructions prior to proceeding to his/her assigned area</li> <li>• Inspects his/her assigned area of responsibility and documents situation of disrupted mobility and affected infrastructures</li> <li>• Takes photographs of the affected infrastructure and/or the response operations</li> </ul>

<b>DUTY PERSONNEL</b>	<b>CONDITION / ALERT STATUS</b>	
	<b>WHITE</b>	<b>BLUE/RED ALERT</b>
		<ul style="list-style-type: none"> <li>• Provides the Monitoring Unit Head, SDOs and Operations Unit Head, in any possible means, the situation of national roads and bridges together with updated action taken and list of affected infrastructures.</li> <li>• Maintains open communication with the District/Regional/Central DPWH-EOCs</li> <li>• Ensures that safety protocols issued by the Safety Officer are strictly enforced/implemented during response operations</li> </ul>

## 3. Reporting System

This chapter consists of examples, descriptions, timelines and standardized forms that will serve as a guide for all Regional and District DPWH-EOCs with regards to reporting of activation of DIMT, prepositioning, situational and calamity damages in order to provide prompt assistance and accurate information to motorists and stakeholders.

### 3.1 District/Regional Inventory of Available Quick Response Asset (DPWH-QMSP-16-06 and DPWH-QMSP-16-07)

#### 3.1.1 Timeline of Submission

These forms, DPWH-QMSP-16-06 and DPWH-QMSP-16-07 (see Annex A), shall be updated and submitted quarterly every 30<sup>th</sup> of the month of March, June, September and December using the prescribed forms to the Central Office thru the Bureau of Equipment.

#### 3.1.2 Guidelines on How to Accomplish DPWH-QMSP-16-06 and DPWH-QMSP-16-07

To ensure that the form is duly accomplished, the following information shall be provided:

##### a. District Inventory of Available Quick Response Asset (DPWH-QMSP-16-06)

###### 1. Name

Name of personnel for response operations.

###### 2. Position/Designation

Office position as per plantilla, viz:

- a. Engineer
- b. Heavy Equipment Operator
- c. Mechanics
- d. Highway Maintenance Crew (includes foreman/capataz, roadside maintenance worker)
- e. Driver
- f. Others (Please specify)

###### 3. DPWH Property Code Number (DPCN)

Unique body or code number of the equipment

###### 4. Description

Type of equipment for response operations (e.g., dump truck, hydraulic excavator, etc.)

###### 5. Category

Indicate whether (1) heavy equipment, (2) motor vehicles, or (3) light equipment.

## **6. Current Location**

Indicate the Barangay, City/Municipality, and Province where the equipment is currently located.

### **b. Regional Inventory of Available Quick Response Asset (DPWH-QMSP-16-07)**

#### **1. Manpower**

Total number of personnel for response operation per office, with each corresponding position/designation.

#### **2. Heavy Equipment**

Total number of operational heavy equipment for response operations per office, with each corresponding code and description.

#### **3. Motor Vehicles**

Total number of motor vehicles for response operations per office, with each corresponding code and description.

#### **4. Light Equipment**

Total number of light equipment for response operations per office, with each corresponding code (if available) and description.

All information required under inventory of QRA reports shall be provided by the Logistics Unit Head to the Planning Unit Head.

### **3.2 Activation of DPWH-DIMT (DPWH-QMSP-16-08), List/Summary of Prepositioned QRA (DPWH-QMSP-16-09 and 10) and Map of Prepositioned QRA (DPWH-QMSP-16-21 and 22)**

Activation of DIMT and Prepositioning of QRA are vital to confirm that the DPWH DIMTs are prepared to manage and respond to the impending disaster and or when a sudden incident has transpired.

#### **3.2.1 Timeline of Submission**

##### **a. Activation of DPWH-DIMT (DPWH-QMSP-16-08)**

##### **i. For Hydrometeorological Event**

##### **1. Tropical Cyclone**

One day prior to the entry of any typhoon in the Philippine Area of Responsibility (PAR), the Central DPWH-DIMT shall notify the possibly affected Regional and District Engineering Offices through a Memorandum based on the forecasted typhoon track of PAGASA. These offices shall activate their DIMT thru an Activation Report (DPWH-QMSP-16-08 – see Annex A) to be submitted to the Central DPWH-EOC within twelve (12) hours upon issuance of Memorandum. The Regional DPWH-EOC shall consolidate

all submitted DPWH-QMSP-16-08 of the District DPWH-EOC and shall be forwarded to the Central DPWH-EOC.

**2. Flashfloods, Monsoon Rains, Localized Thunderstorms and Low-Pressure Area (LPA)**

Concerned District DPWH-DIMT shall be activated if any of the road sections within their AOR are not passable and compromises the safety of road users. Consequently, preparation of DPWH-QMSP-16-08 shall be submitted to the Regional DPWH-EOC for consolidation and forwarded to the Central DPWH-EOC.

In case that the identified LPA inside PAR develops into a tropical cyclone, Activation of DPWH DIMT shall be submitted instantly.

**ii. For Geologic Event**

**1. For Slow Onset – Volcanic Eruption**

Based on the situational/alert level issued by the PHIVOLCS, the Central DPWH-DIMT shall notify through a Memorandum the possibly affected Regional Offices for their dissemination to the District Engineering Offices for their preparedness activity to ensure prompt response in case of the escalation of situation. Submission of DPWH-QMSP-16-08 shall be submitted by the District and Regional DPWH-EOC to Central DPWH-EOC within 12 hours upon issuance of Memorandum of the Central DIMT.

**2. For Sudden Onset - Earthquake**

Activation of District DPWH-DIMT shall take place right after the occurrence of magnitude higher than 5.0 earthquake thru submission of DPWH-QMSP-16-08 to the Regional DPWH-DIMT for submission to the Central DPWH-EOC. However, in case the District is incapacitated to perform due to the effect of incident, the Regional DPWH-DIMT shall promptly augment for the command, control and response of the area and shall submit DPWH-QMSP-16-08 to the Central DPWH-EOC.

**b. List and Summary of Prepositioned QRA (DPWH-QMSP-16-09 and DPWH-QMSP-16-10)**

These forms shall be submitted together with the Activation Report for slow onset incident/disaster. The District DPWH-EOC shall be responsible for the submission of the List of Prepositioned QRA (DPWH-QMSP-16-09) through the Logistics Unit Head indicating the manpower and equipment ready to be deployed for response operations. The Regional DPWH-EOC shall consolidate all the submitted forms by the District DPWH-EOCs into Summary of Prepositioned QRA (DPWH-QMSP-16-10).

Likewise, the District DPWH-EOC shall submit a map showing the location of the prepositioned assets in the most accurate manner using the DPWH Atlas Map or any current GIS application of the Department. The Regional DPWH-EOC shall consolidate all the submitted maps by the District DPWH-EOCs and reflect it into their regional map (see Annex A)

### **3.2.2 Guidelines on How to Accomplish DPWH-QMSP-16-08, 09 and 10**

To ensure that the form is duly accomplished the following information shall be provided:

#### **a. Activation of DPWH DIMT Report (DPWH-QMSP-16-08)**

##### **1. DPWH-DIMT Composition**

Name and contact number of DIMT personnel assigned to manage the incident

##### **2. Date**

Date of duty of assigned SDO based on the General SDO's Schedule. Ten (10) – day schedule must be provided.

##### **3. Staff Duty Officer**

Name of Staff Duty Officer that will render duty on EOCs as per General SDO schedule. Additional SDO may be added in the column based on the alert level status.

##### **4. Position**

Office position as per plantilla (i.e., Engineer, Engineering Assistant, Administrative Aide)

##### **5. Contact Number**

Active contact number for direct consultation of queries with regards to reports.

##### **6. Blue and Red Alert Status**

Tick (✓) the corresponding time on the duty schedule of SDO.

##### **7. Others**

Provide the EOC Contact No. (on the upper right portion of the form)

If the EOC is still activated for ten (10) days and continuous operation is projected, the District/Region DPWH-DIMT shall submit another DPWH-QMSP-16-08 with regards to the schedule of SDO.

#### **b. List of Prepositioned QRA (DPWH-QMSP-16-09)**

##### **1. Name**

Name of personnel ready to be deployed for response operations.

##### **2. Position/Designation**

Office position as per plantilla (i.e., Engineer, Heavy Equipment Operator, Driver, Highway Maintenance Crew)

**3. DPWH Property Code Number (DPCN)**

Unique body or code number of the equipment prepositioned in strategic locations for response operations

**4. Description**

Type of equipment prepositioned in strategic locations for response operations (e.g., dump truck, hydraulic excavator, etc.)

**5. Category**

Indicate whether (1) heavy equipment, (2) Motor Vehicles, or (3) Light Equipment.

**6. Current Location**

Indicate the Barangay, City/Municipality, and Province where the equipment is prepositioned.

**c. Summary of Prepositioned QRA (DPWH-QMSP-16-10)**

**1. Manpower**

Total number of personnel per office, ready to be deployed for response operation, with each corresponding position/designation.

**2. Heavy Equipment**

Total number of operational heavy equipment per office, prepositioned in strategic locations for response operations, with each corresponding code and description.

**3. Motor Vehicles**

Total number of motor vehicles per office, prepositioned in strategic locations for response operations, with each corresponding code and description.

**4. Light Equipment**

Total number of light equipment per office, prepositioned in strategic locations for response operations, with each corresponding code (if available) and description.

**d. Map of District/Regional Prepositioned QRA (DPWH-QMS-16-21/22)**

1. Location (Road Section, Station limit, Address)
2. Type and number of equipment
3. Position/Designation and number of manpower
4. Area of Assignment (Road Section/s, Station limits)

### 3.3 Situational Report on National Roads and Bridges (DPWH-QMSP-16-11)

In the event that the mobility within the area of responsibility is hampered due to disaster/incident, the concerned EOCs shall submit Situational Reports (DPWH-QMSP-16-11– see Annex A) which contains the following information:

- a. Affected national roads and bridges
- b. Date reported to Central Office
- c. Situation during calamity
- d. Description of affected area
- e. Action Taken and Asset Deployment
- f. Point Person and Contact Number
- g. Remarks

In case that the mobility is already hampered and the DPWH-DIMT is not yet activated, DPWH-QMSP-16-11 should be submitted simultaneously with DPWH-QMSP-16-08.

#### 3.3.1 Timeline of Submission

As a member of the DRRM council, the DPWH is responsible for providing timely information to the NDRRMC-EOC for dissemination to the response agencies, stakeholders and to the Office of the President. In view of this, Situational Report shall be submitted by the concerned DPWH EOCs in accordance with the timelines which varies per alert level shown in Table 3.1.

**Table 3.1 Timelines for the Submission of Situational Reports**

<b>NORMAL</b>	<b>EMERGENCY</b>
<p><b>WHITE ALERT (Normal Operations)</b></p> <p>Regular routine works</p> <p>A. When the alert status downgraded from blue to white and there are still closed road sections within the Regional/District Jurisdiction, the following shall be submitted:</p> <ul style="list-style-type: none"> <li>• One (1) <b>DPWH-QMSP-16-11</b> should be submitted by the affected District DPWH-EOC on before 8:00 AM to the DPWH-Regional DPWH-EOC</li> </ul>	<p><b>BLUE ALERT</b></p> <p>One (1) <b>DPWH-QMSP-16-11</b> must be submitted by the affected District DPWH-EOC on or before 8:00AM and 2:00 PM (cut-off time) to the P/C/DRRMC-EOC and Regional DPWH-EOC.</p> <p>One (1) <b>DPWH-QMSP-16-11</b> must be submitted by the affected Regional DPWH-EOC on or before 9:00 AM and 3:00 PM (cut-off time) to the RDRRMC-EOC and Central DPWH-EOC.</p> <p>One (1) full report must be consolidated and submitted by the Central DPWH-EOC to the NDRRMC-EOC, SRS and Central DIMT on or before 10:00 AM and 4:00 PM.</p> <p><b>RED ALERT (Minimum of three reports or more, as deemed necessary)</b></p>

<b>NORMAL</b>	<b>EMERGENCY</b>
<ul style="list-style-type: none"> <li>● One (1) <b>DPWH-QMSP-16-11</b> should be submitted by the affected DPWH Regional -EOC on before 10:00 AM to the Central DPWH -EOC</li> <li>● One (1) full report must be consolidated and submitted by the Central DPWH-EOC to the NDRRMC-EOC and Central DIMIT on or before 12:00 NN.</li> </ul> <p>B. In case of prolonged closure of road sections due to massive damage wherein repairs and early recovery activities are not possible, the concerned EOC may submit one (1) Final Situational Report provided that a designated alternate route, expected date of opening of these roads is indicated or there is ongoing/under process proposed repair/rehabilitation works.</p> <p>C. For those road sections with prolonged closure, update shall be reported immediately if said road section is already passable.</p> <p>D. Final Situational Report shall be submitted when all affected road sections are passable.</p>	<p>One (1) <b>DPWH-QMSP-16-11</b> must be submitted by the affected District DPWH-EOC on or before 4:00 AM, 10:00 AM, and 4:00 PM (cut-off time) to the P/C/DRRMC-EOC and Regional DPWH-EOC.</p> <p>One (1) <b>DPWH-QMSP-16-11</b> must be submitted by the affected Regional on or before 5:00 AM, 11:00 AM and 5:00 PM (cut-off time) to the RDRRMC-EOC and Central DPWH-EOC.</p> <p>One (1) full report must be consolidated and submitted by the Central DPWH-EOC to the NDRRMC-EOC and Central DIMIT on or before the Logistics Cluster reporting period viz, 6:00 AM, 12:00 NN and 6:00 PM.</p>

In cases that it is unsafe to conduct field monitoring, the concerned District DPWH-EOC shall inform the Regional DPWH-EOC that they cannot submit Situational Reports within the above-mentioned timeline. The Regional DPWH-EOC shall indicate this information in the consolidated report to be submitted to the Central DPWH-EOC.

Alternative monitoring/assessment tool such as drone can be resorted by the affected DEO/RO if physical assessment is unsafe.

### 3.3.2 Guidelines of the Accomplishment of Situational Report on National Roads and Bridges

To ensure that the form is duly accomplished, and comprehensive information is provided, the following shall be noted for each item:

#### 1. Disaster/Incident Name

Disaster/Incident name under the form header shall be provided; e.g., Tropical Depression “HULYO”, Tropical Storm “MARISSA”, Severe Tropical Storm “ARMAN”, Typhoon “JENNY”, Super Typhoon “KENYONG”, Magnitude 6.0 Earthquake–Castillejos, Zambales, Localized Thunderstorm, Monsoon, Low Pressure Area, Localized Heavy Rain, Taal Volcano Eruption, Localized Flooding, etc.

#### 2. Date and Time

The date shown in the form shall be the actual reporting day while the time shall be based on Table 3.1. The date and time shall be updated every reporting period.

#### 3. Affected National Roads and Bridges (Column 1)

- a. For National Roads, indicate the **Name of Road Section, Station Limits, Barangay Name, City/Municipality, and Province** (per Road and Bridge Information Application-RBIA). For intermittent sections of road closures, specify the exact station limits in ascending order. Enumerate these station limits under the same road section, as shown below.

*Example:*

1. Benguet - Nueva Vizcaya Road
  - a. K0254+200 – K0254+300, Brgy. Beckel, La Trinidad, Benguet
  - b. K0269+100 – K0269+130, Sitio Guisset, Brgy. Tinongdan, Itogon, Benguet
  - c. K0314+400, Sitio Pakak, Brgy. Pito, Bokod, Benguet

- b. For National Bridges, indicate **the Name of Road Section, Name of Bridge, Station Limits, Barangay Name, City/Municipality, and Province** (per Road and Bridge Information Application-RBIA).

*Example:*

Manila North Road, Meycauayan Bridge, K0018+450, Brgy. Calvario, Meycauayan, Bulacan

**4. Initial Date of Reporting (Column 2)**

Indicate the date when the road section/bridge was not passable to vehicles due to a certain disaster/incident. The date provided shall not be changed all throughout the submission of the situational report.

**5. Condition during Calamity (Column 3)**

Indicate whether the affected road section is either “**Passable**”, “**Not Passable**”, or “**Limited Access**”:

- a. “**Passable**” shall be reflected if the road section is passable or at least one (1) lane passable for all types of vehicles;
- b. “**Not Passable**” shall be reflected when the road section is impassable or total closure of road to all types of vehicles. If only a motorcycle or tricycle can pass the affected road section, consider it as “Not Passable”.
- c. “**Limited Access**” shall be reflected if the following conditions are existing:
  - At least One Lane Passable for light vehicles only;
  - At least One Lane Passable for heavy vehicles only;
  - All Lanes Passable for light vehicles only;
  - All Lanes Passable for heavy vehicles only

**6. Description of Affected Area (Column 4)**

Table 3.2 shows the common terminologies causing closure roads and bridges to be reflected in the column but not limited to the following:

**Table 3.2 Common Causes of Road and Bridge’s Closure**

<b>ROAD</b>	<b>BRIDGES</b>
<ul style="list-style-type: none"> <li>• Eroded Shoulder</li> <li>• Road slip (hanging pavement, cave-in road base)</li> <li>• Collapsed roadway - half lane</li> <li>• Collapsed paved shoulder</li> <li>• Sinking/settlement of roadway</li> <li>• Road cut</li> <li>• Flooding (height =___m)</li> <li>• Fallen utility post</li> </ul>	<ul style="list-style-type: none"> <li>• Pier Settlement</li> <li>• Abutment Settlement</li> <li>• Collapsed Bridge</li> <li>• Misaligned bridge</li> <li>• Washed-out bridge superstructure</li> <li>• Washed-out bridge</li> <li>• High water elevation (height =___m)</li> <li>• Debris on bridge deck</li> <li>• Others</li> </ul>

ROAD	BRIDGES
<ul style="list-style-type: none"> <li>● Fallen trees</li> <li>● Soil Erosion</li> <li>● Landslide</li> <li>● Soil Collapse</li> <li>● Rockfall</li> <li>● Debris Flow</li> <li>● Collapsed slope protection</li> <li>● Damaged slope protection</li> <li>● Eroded bridge approach</li> <li>● Washed-out bridge approach</li> <li>● River Erosion</li> <li>● Others</li> </ul>	

These descriptions shall be accompanied by their corresponding measurements such as volume, area, length, piece, etc.

Example:

- a. Collapsed slope protection; L = 10.0 m
- b. Soil Collapse; V= 220 m<sup>3</sup>
- c. Landslide; V = 5,100 m<sup>3</sup>
- d. Fallen trees = 5 pieces

Some terminologies in Table 3.2 have its own description that will serve as guidance for those technical field personnel in reporting:

- Landslide - Materials are earths and highly weathered rocks. Size/volume of collapsed/collapsible materials is **generally more than 5,000 m<sup>3</sup>**.
- Soil Collapse- Collapsed/collapsible materials are earths and highly weathered rocks. Size/volume of collapsed/ collapsible materials is generally **more than 200 m<sup>3</sup>**.
- Rockfall - Free fall or rolling down hard rocks and boulders in the slope. Materials are hard jointed rocks. Size/volume of collapsed/ collapsible materials is generally **less than 5 m<sup>3</sup>**.
- Roadslip - Slip of a road body and a valley side slope material. Materials are earths and highly weathered rocks and permeable deposits. Occurs in an area of concave slope especially in over-steep along the road and with over-steep slope below the culvert and embankment in a crossing point over the valley

- Debris Flow - Materials composed of boulders, gravels, sands, silts and clay mixed with big amount of water;
- Soil Erosion - Collapsed/collapsible materials are earths and highly weathered rocks. Size/volume of collapsed/collapsible materials is generally **less than 200 m<sup>3</sup>**.

### **7. Actions Taken and Asset Deployment (Column 5)**

Actions taken shall include all response operations and deployed manpower and equipment. This includes the type and number of equipment and manpower deployed for the affected road section. Changes in the actual response operation shall be reflected in every submission/updating of BOM-SDMCD Form 2021-02.

Example:

- a. Installation of warning signs, continuous monitoring, ongoing clearing operations, installation of sandbag, backfilling of embankment materials, installation of temporary bridge, construction/provision of detour road and alternate routes, etc.
- b. Deployment of 2 – Dump Truck, 1 – Backhoe, 1- Engineer, 3 – Drivers/Operator, 3 – Maintenance Crew

### **8. Point Person and Contact Number (Column 6)**

Indicate the name of the Point Person assigned in the monitoring of the affected road section and his/her active contact number. Ensure that this person is always reachable in case of clarifications.

### **9. Present Condition (Column 7)**

Indicate the present condition or status of the national road sections/bridges as of the reporting date and time. If the situation during calamity is “**Limited Access**” indicate if one lane passable to light vehicles (indicate the type of vehicle: ex. Sedan, Vans, etc.), one lane passable to heavy vehicles, passable to light vehicles only (indicate the type of vehicle: ex. Sedan, Vans, etc.) and passable to heavy vehicles only

### **9. Remarks (Column 8)**

The following information shall be included in the input for this column:

- a. Alternate Route (if applicable)
- b. Time of closure
- c. Expected date and time of opening (if applicable)
- d. Actual date and time of initial response/opening

- e. Contract Status of affected road section (if applicable) i.e. Under Contract or Under Warranty
- f. Indicate if the road section was closed from the previous disaster/incident, i.e. “closed since Typhoon ROLLY”
- g. If the District EOC failed to submit Situational Reports within suggested timeline, the Regional EOC shall indicate the reason, such as, but not limited to:
  - Failed to conduct field monitoring due to safety reasons
  - Failed to submit due to network interruption

### **3.3.3 Other Requirements:**

- a. Geotagged photographs shall be submitted via e-mail with before (showing road closure), during (clearing and response operations) and after scenario. All submitted photographs must be properly labeled with the name of DEO, Road Section and Stationing (See Annex A, DPWH-QMSP-16-12).
- b. The District DPWH-EOC shall be responsible for the preparation and submission of the map showing the “Not Passable” and “Limited Access” road sections and bridges as reported in the DPWH-QMSP-16-11 in the most accurate manner using the DPWH Atlas Map. The Regional DPWH-EOC shall consolidate all the submitted maps by the District DPWH-EOCs and reflect it into their regional map (DPWH-QMS-16-23, see Annex A). This shall indicate the following information:
  - Road Section, Bridge Name, Station Limits, Barangay, City/Municipality, Province
  - Description of affected area
  - Actions taken
  - Alternate Route (if available)

All reported closed road sections that are recently opened to traffic shall remain in the DPWH-QMSP-16-10 all throughout the submission of the situational report in the particular disaster/incident.

Due to the urgency of Situational Reports, unsigned or digitally signed DPWH-QMSP-16-11 is allowed to be submitted via e-mail or any messaging applications as advance copy. However, hardcopies of Situational Reports must be signed by the concerned members of DIMIT and must be submitted to the Central DPWH EOC.

### **3.4 Deployed and Augmented QRA (DPWH-QMSP-16-13 and DPWH-QMSP-16-14)**

#### **3.4.1 Timeline of Submission**

These forms DPWH-QMSP-16-13 and DPWH-QMSP-16-14 (see Annex A) shall be submitted and updated to the Central DPWH EOC thru BOE, using the timelines of submission of DPWH-QMSP-10 as shown in Table 3.1.

#### **3.4.2 Guidelines on How to Accomplish DPWH-QMSP-16-13 and DPWH-QMSP-16-14**

##### **a. List of Deployed and Augmented QRA (DPWH-QMSP-16-13)**

###### **1. Deployed QRA**

List of manpower (position/designation and deployment area) and equipment (DPCN, description, category and deployment area) deployed by the affected DEO within their area of jurisdiction and by the augmenting DEO

###### **2. Augmented QRA**

List of manpower (position/designation and deployment area) and equipment (DPCN, description, category and deployment area) received from another district, its Regional Office, or other Regional Offices.

##### **b. Summary of Deployed and Augmented QRA (DPWH-QMSP-16-14)**

###### **1. Deployed Regional QRA**

Summary of manpower and equipment deployed within the area of jurisdiction of the affected region and augmenting region

###### **a. No. of Manpower Deployed**

Total number of personnel per office, deployed for response operations.

###### **b. No. of Equipment Units (Heavy, Motor Vehicle and Light Equipment) Deployed**

Total number of equipment per office with details on the number of units on standby (available for deployment) and number of units deployed on site (actual QRA deployed) with their corresponding deployment area.

\*The summary of equipment units standby and deployed shall be equal to the total number of equipment prepositioned

###### **2. Augmented Regional QRA**

Summary of manpower and equipment received from another Regional Office

Moreover, the RO shall ensure non-duplication of the number of QRA deployed by the affected DEO and augmenting DEO/RO.

### **3.5 Calamity Damage, Losses and Needs Reporting**

To avoid reporting unrealistic and excessive cost of damages, the concept of Post Disaster Needs Assessment (PDNA) shall be adopted by all field personnel in assessing damaged infrastructures. This will provide the National Economic Development Authority (NEDA) an economic overview on the effect of the disaster on the infrastructure under the jurisdiction of the Department and will determine if the public benefited from the government's investment and programs.

At the time of validation/assessment, the Regional and District DPWH-DIMT's Post Calamity Damage Assessment Team under the Operations Unit shall coordinate with the accounting office and the RBIA Coordinator to gather data for their computation of the cost of damages based on the issued Department Order No. 225 Series of 2016: Adoption of the Procedures Manual for Infrastructure Asset Registry, stating among others, that the Chief Accountant or Head of the Accounting Unit/Section/Division shall likewise be responsible for ensuring that the infrastructure assets within their jurisdiction are properly recognized in the books of accounts.

Furthermore, it should be clear to the concerned District and Regional DPWH-DIMT that the cost of damages is not equal to the cost of needs in rehabilitating and reconstructing said affected infrastructure. Similarly, the concerned IC, Operations Unit Head, Monitoring Unit Head and the designated team for post calamity assessment shall be held liable in the factual cost of damages.

#### **3.5.1 Classification and Computation of Damage Cost**

Damage Cost is defined as the replacement cost (totally destroyed infrastructures and equipment) or the repair cost (partially damaged infrastructures and equipment). Damages will occur at the time of, or shortly after the disaster although some damages may become obvious only after a longer period. It is measured in physical terms (such as kilometers of roads) for which the monetary repair or replacement value is subsequently estimated.

In order to come-up with the cost of damage, the validator shall classify the condition of infrastructure according to Table 3.3:

**Table 3.3 Classification of Damages**

Classification of Damage	Cost to Be Reflected
<p><b>a. Totally damaged</b></p> <p>Infrastructures and equipment that are completely destroyed or unusable and need replacement; the structural integrity has been compromised</p>	<p><b>a. Replacement cost:</b></p> <p>The value of the damaged infrastructures and equipment before it was totally destroyed (pre- disaster value)</p> <p><i>The valuation can be estimated by:</i></p> <ul style="list-style-type: none"> <li>● Market value of the asset before destruction</li> <li>● Acquisition/construction cost less depreciation</li> <li>● Insurance value</li> </ul>
<p><b>b. Partially damaged:</b></p> <p>Affected infrastructures and equipment, can be repaired or reused; the structural integrity has not been compromised</p>	<p><b>b. Repair cost:</b></p> <ul style="list-style-type: none"> <li>● Amount required to put the damaged infrastructures and equipment back to its condition just before its partial destruction (pre-disaster condition)</li> <li>● No improvement/upgrading shall be reflected in this cost.</li> </ul>

The guidelines for the computation of depreciation cost for the affected DPWH infrastructure can be adopted from the Department No. 225 Series of 2016 using the Straight-Line Method (SLM).

Example (for totally damaged):

Case 1: If damaged infrastructure has no history of rehabilitation, improvement or retrofitting works

1. Typhoon Ompong occurred in CY 2018 where Concrete Bridge 1 was totally collapsed, year of construction is 1977. Based on DO 225 S 2016, the useful lifespan of bridge is 40 years. Since Bridge 1 reaches 41 years, it already served its designed life span, therefore the **cost of damage is zero**.
2. A concrete type national road that was completed in June 30, 2014 costing P10,000,000.00 with an estimated useful life of 20 years having a total length of 800 linear meter without impairment being previously recognized. On October 2016, a 7.2 magnitude earthquake affected the 200 meters stretch. The computation for cost of damages will be

Construction/Acquisition Cost (12,500/m x 200 m)	P 2,500,000.00
LESS	
Accumulated Depreciation (2,500,000 x 2years/20 years)	<u>250,000.00</u>
<b>Cost of damage</b>	<b><u>P 2,250,000.00</u></b>

Case 2: If damaged infrastructure has history of improvements/betterments and retrofitting works

1. A concrete type national road that was completed on June 30, 2003 costing P10,000,000.00 with an estimated useful life of 20 years having a total Length of 800 linear meter without impairment being previously recognized. On October 30, 2018, the road section was overlaid with asphalt as part of preventive maintenance program in the amount of P 6,400,000.00. On November 12, 2019, a 7.2 magnitude earthquake, affected the 200 meters stretch. The computation for cost of damages will be

**Concrete Type Road:**

Construction/Acquisition Cost (12,500/m x 200 m)	P 2,500,000.00
LESS	
Accumulated Depreciation (2,500,000 x 16years/20 years)	<u>2,000,000.00</u>
<b>Cost of damage- A (Concrete Road)</b>	<b>500,000.00</b>

**Asphalt Overlay:**

Construction/Acquisition Cost (8,000/m x 200 m)	P 1,600,000.00
LESS	
Accumulated Depreciation (1,600,000 x 1year/5 years)	<u>320,000.00</u>
<b>Cost of damage-B (Asphalt Overlay)</b>	<b>1,280,000.00</b>
<b>Total Cost of Damage (A+B): 500,000.00+1,280,000.00 =</b>	<b><u>1,780,000.00</u></b>

**For partially damage infrastructure, the repair cost shall only cover the damaged portion. The repair cost shall be the computed using the amount in the Program of Work.**

Table 3.4 shows the common type of infrastructure’s damages that should be reflected in the **DPWH-QMSP-16-15 and 16 (Calamity Damage Infrastructure Report)** as per actual field validation/assessment of Post Calamity Damage Assessment Team under the Operations Unit of DIMT.

**Table 3.4 List of Common Damages in Infrastructure**

<b>LIST OF COMMON DAMAGES IN INFRASTRUCTURE</b>			
<b>ROAD</b>	<b>BRIDGE</b>	<b>FLOOD CONTROL AND DRAINAGE STRUCTURES</b>	<b>NATIONAL GOVERNMENT OWNED BUILDING</b>
<ul style="list-style-type: none"> <li>● Road Cut</li> <li>● Road slip (hanging pavement, cave-in road base)</li> <li>● Scoured bridge approaches</li> <li>● Collapsed slope protection</li> <li>● Damaged pavement</li> <li>● Shattered slab</li> <li>● Sunken slab</li> <li>● Coastal road erosion</li> <li>● Multiple potholes</li> <li>● Scoured concrete shoulder</li> <li>● Damaged catch/retaining wall</li> <li>● Scouring of riprap</li> <li>● Washed-out guardrails and road signages</li> <li>● Damaged cross drainage</li> <li>● Road upheaval/upward displacement</li> <li>● Sinkhole</li> </ul>	<ul style="list-style-type: none"> <li>● Collapsed Bridge</li> <li>● Collapsed abutment slope protection</li> <li>● Collapsed superstructure</li> <li>● Damaged/Scoured approaches</li> <li>● Scoured bridge abutment</li> <li>● Exposed bridge pier foundation</li> <li>● Scoured foundation</li> <li>● Potholes on deck</li> <li>● Settlement of approaches</li> <li>● Gap on expansion joint</li> <li>● Damaged roundings</li> <li>● Damaged bridge railings</li> </ul>	<ul style="list-style-type: none"> <li>● Breached/collapsed dikes/revetment/seawall</li> <li>● Collapsed slope protection</li> <li>● Washed-out embankment</li> <li>● Collapsed ground sill</li> <li>● Collapsed headwall</li> <li>● Collapsed box culvert</li> <li>● Collapsed spur dike</li> <li>● Cracks on concrete facing</li> <li>● Scoured concrete facing</li> <li>● Exposed foundation</li> <li>● Washed-out riprap</li> <li>● Damaged lined canal</li> <li>● Tilted/twisted gabions</li> <li>● Collapsed drainage</li> <li>● Scoured bank protection</li> </ul>	<ul style="list-style-type: none"> <li>● Collapsed buildings</li> <li>● Damaged roofing</li> <li>● Damaged windows</li> <li>● Damaged doors</li> <li>● Burned down building</li> <li>● Washed-out building</li> <li>● Buried building</li> <li>● Cracks (diagonal/vertical/horizontal) on walls, beams, flooring, column</li> <li>● Shear cracks</li> <li>● Cracks on ceiling</li> <li>● Fallen ceiling boards</li> <li>● Spalling</li> <li>● Separation from joints/connections</li> <li>● Racking wall</li> <li>● Broken/buckled/fractured columns/beams</li> <li>● Sagging of slab/footing</li> <li>● Buckling members</li> </ul>

It shall be noted that silted canal and sabo dam, flooding, landslide, soil collapse, debris flow and the like shall not be reflected under calamity damages since there is no presence of physical damage on the infrastructure.

### **3.5.2 Reporting of Estimated Needs**

Needs is defined as the amount for the recovery, rehabilitation and/or reconstruction of damaged infrastructures. It is the amount needed to restore or replaced the damaged existing infrastructure to its original or betterment of structural capacity and performance. This amount shall guide the Implementing Offices in the preparation of the POW for the immediate assistance from the Quick Response Fund (QRF), National Disaster Risk Reduction Management Fund (NDRRMF), or any appropriate funding source.

As stated above, the cost of damages is not equal to the cost of needs in rehabilitating and reconstructing said affected infrastructure.

### **3.5.3 Reporting and Computation of Losses**

Aside from damages, losses shall be reported by the concerned District/Regional DPWH-DIMT to the Central DPWH-DIMT. Losses is the value of unavoidable/unexpected expenditures incurred after the disaster. It may take place during the entire period of recovery and reconstruction of the infrastructure sector. It is expressed in monetary value at current prices. Assessing the losses incurred during and after any disaster/incident will allow estimation of its total effects.

Losses in infrastructure may include the urgent expenditures to restore mobility, after transport assets have been affected, like the cost of installation of temporary bridges, provision of detours, clearing of debris (slides, soil collapse and other obstructions), provision of embankment materials on bridge approaches, sandbagging, cost of dredging river channels and desilting of canals. Also, food, fuel, overtime payment for manpower and rentals of equipment involved in emergency response operations shall be included under losses.

In order to assess and account the losses, the cost incurred during the response and emergency operations shall be documented and filed by the Administrative/Finance Chief. These response and emergency operations shall be provided with the following supporting documents:

#### **For DPWH Equipment/Mechanized Tools and Operator:**

1. Official Business Slip/Directive/Memorandum regarding the Response Operation
2. Attendance sheet
3. Invoice Receipt of fuel consumption/day/location

4. Accomplishment report/day in cubic meters signed by operator and Point Person
5. Geotagged pictures

**For non-DPWH Equipment and Operator (Private Partners):**

1. Lease Contract of Agreement with proof of ownership
2. Certified logbook (equipment and manpower) including number of trips and operational hours
3. Geotagged pictures
4. Certification that no operational/lack or non-availability of equipment during response.

**3.5.4 Timeline of Submission**

**a. Calamity Damaged Infrastructure Report (DPWH-QMSP-16-15 and 16)**

Submitted reports of District DPWH- DIMIT shall be submitted and consolidated by the Regional DPWH-DIMIT to the Central DPWH-EOC following the given timelines:

**Table 3.5 Timeline in the Submission of Calamity Damaged Infrastructure Report**

Infrastructure Category	Duration	Update
Roads and Bridges	<p><i>Slow Onset:</i> One (1) day after exit from provincial geographical location</p> <p><i>Sudden Onset:</i> One (1) day upon clearance from DIC and Safety Officer to assess damages within AOR</p>	Update every 6 hours
National Government Owned Buildings and Flood Control	<p><i>Slow Onset:</i> Three (3) days after exit from provincial geographical location</p> <p><i>Sudden Onset:</i> Three (3) days upon clearance from DIC and Safety Officer to assess damages within AOR</p>	

The DEO/S which suffered damages even indirectly affected by a tropical cyclone shall submit DPWH-QMSP-16-15 and 16 immediately to the Regional DPWH-EOC after field validation/assessment.

Likewise, if the identified/affected DEO/S does not suffer any damages, they shall submit information through a Memorandum that there are no incurred damages on their infrastructure within their area of responsibility three (3) days after exit of tropical cyclone in PAR or occurrence of earthquake, volcanic eruption, monsoons, localized thunderstorm and LPA. Lastly, a final report on Calamity Damages shall be submitted using the following conditions in Table 3.6:

**Table 3.6 Timeline in the Submission of Final Calamity Damaged Infrastructure Report**

<b>Disaster/Incident</b>	
Tropical Cyclones	five (5) days after the exit of PAR as declared by PAGASA
Monsoons, localized thunderstorm and LPA	five (5) days after occurrence as declared by PAGASA
Earthquake	seven (7) days after the occurrence
Volcanic Eruption	seven (7) days after the downgrading to alert Level 2 by the PHIVOLCS

**b. Losses (DPWH-QMSP-16-17)**

Submission of Losses shall be submitted together with the Final Calamity Damaged Infrastructure Report.

**3.5.5 Guidelines on How to Accomplish DPWH-QMSP-16-15, DPWH-QMSP-16-16 and DPWH-QMSP-16-17**

To ensure that the form is duly accomplished, and accurate information is provided, the following shall be noted for each item:

**a. Calamity Damaged Infrastructure Report (DPWH-QMSP-16-15 and DPWH-QMSP-16-16)**

**1. Name of Damaged Structure (Column 1)**

Indicate name of damaged structure:

For National Road = Name of Road Section, Station Limits, as per RBIA

For Bridge = Bridge Name and Number, Station, Barangay Name, City/Municipality, and Province as per RBIA

For Flood Control = River Name + Type of Flood Control Structure+ Running No., Left Side/Right Side, Barangay Name, City/Municipality, and Province as per Flood Control Inventory

For National Government Owned Building (NGOB) = Name of Building, Agency, Barangay, City/Municipality, and Province as per National Government Owned Buildings Inventory

**2. Location (Column 2)**

Indicate the Barangay, City/Municipality, and Province of damaged infrastructure.

**3. Type of Infrastructure (Column 3)**

Specify the type of damaged structure if “Road”, “Bridge”, “Flood Control” or “NGOB”

**4. Classification of Damage (Column 4)**

Classify if the incurred damage is “partially” or “totally” as per definition under Table 3.3.

**5. Length/Area/Volume of Damage (Column 5)**

Provide the actual quantity/extent of the damaged infrastructure

**6. Description of Damage (Column 6)**

Pertains to terminologies as specified but not limited to list of common damages under Table 3.4

**7. Damage Cost (Column 7)**

Indicate the replacement or repair cost as explained in Table 3.3. Please take note of the given examples on the computation of damage cost.

**7.a For Totally Damaged**

- a. **Acquisition/Construction Cost** (Column 7a) – the value of the acquired or constructed DPWH asset
- b. **Depreciation Cost** (Column 7b) – is the accumulated depreciation value of an asset over time. Please refer to Department No. 225 Series of 2016 using the Straight-Line Method (SLM) and the given example above.
- c. **Replacement Cost** – Shall be the difference of Columns 7a-7c, which is the depreciated value of the affected infrastructure.

**7.b For Partially Damaged**

- a. **Unit Cost** (Column 8a) – the value for the restoration/repair of the damaged portion of the infrastructure with no inclusion of improvement or upgrading in accordance to POW/DUPA

- b. **Repair Cost** - Shall be product of Columns 5 x 8a, which is the current value to return the damaged infrastructure into its pre-disaster condition just before its partial destruction.

**8. Estimated Needs (Column 8)**

Indicate the recovery, rehabilitation and/or reconstruction costs of the damaged infrastructure

**b. Losses (DPWH-QMSP-16-17)**

**1. Sources of Losses (Column 1)**

Pertains to actual unavoidable/unexpected expenditures that the office spent for response operations such as the following:

- a. Installation of temporary bailey-type bridges
- b. Provision of detours
- c. Clearing of debris (slides, soil collapse and other obstructions)
- d. Provision of embankment materials on bridge approaches
- e. Sandbagging cost
- f. Dredging river channels and desilting of canals.
- g. Provision of food to responders and personnel involved in response operations
- h. Fuel
- i. Overtime payment for manpower
- j. Rentals of equipment/tools involved in emergency/response operations
- k. Emergency procurement (i.e. generator, additional tools)
- l. Other related expenditures for response operations

**2. Location (Column 2)**

Name of affected infrastructure and its location (Name and Station of Road/Bridge/Flood Control/NGOB), Barangay, City/Municipality, and Province of damaged infrastructure.

**3. Amount of Losses (Column 3)**

The amount based on the actual expenses incurred.

**4. Remarks (Column 4)**

Indicate the date of execution of response/actions taken and supporting documents as mentioned previously with regards to losses.

**3.6 Post Disaster/Incident Report**

In the preparation of the post disaster activities report submitted to OCD-NDRRMC and MANCOM, the Department shall provide all the actions taken by the concerned Regional and District Engineering Offices in responding to disaster/incident.

All concerned Regional Offices shall submit a Post Disaster/Incident Report (DPWH-QMSP-16-20, see Annex A) to the Central Office through the Bureau of Maintenance, a day after the submission of Final Situational Report (DPWH-QMSP-16-11) and Final Calamity Damage Infrastructure Report (DPWH-QMSP-16-15 and 16), indicating the following:

- a. Deployed and Augmented QRAs – equipment and manpower deployed for response operations
- b. Actions Taken – includes internal operations and external assistance to other agencies/offices/organizations such as provision of logistical support (equipment and manpower) for hauling of food and non-food items, clearing of local roads, assessment of local bridges, site preparation/construction of temporary shelter/resettlement area, etc.
- c. Affected Road Sections – provides the tabulated date of cleared road section visavis unpassable road sections
- d. Damaged and Rehabilitation/Reconstruction Costs – shows the total cost of damages and needs (rehabilitation/reconstruction cost) per infrastructure category
- e. Losses - provides total cost of incurred losses and its sources during response operations
- f. Photograph – captioned and geotagged photographs supporting items a to e.

### **3.7 Calamity Funded Projects Status Report**

DPWH shall comply to the submission of the requirements in the Commission on Audit (COA) Circular No. 2014-002: *“Accounting and Reporting Guidelines on the receipt and utilization of National Disaster Risk Reduction and Management Fund (NDRRMF), cash and in-kind aids/donations from local and foreign sources, and funds allocated from the agency regular budget for Disaster Risk Reduction and Management (DRRM) Program”* and Section 10 of Memorandum Circular 110 Series of 2021, *“Revised Guidelines on the Administration of the NDRRM Fund”* requiring implementing agencies to submit the following reports:

- Monthly Accomplishment Reports on QRF and NDRRM Funded Projects;
- Disbursement Reports as verified by the COA Field Office, and;
- Project completion reports that includes Certification of Completion with photos or Certificate of Acceptance

The DEO, through its RO, shall submit their Monthly Status Report on Calamity Funded Projects together with its progress photographs to the BOM using DPWH-QMSP-16-03, DPWH-QMSP-16-04 and DPWH-QMSP-16-05 respectively (see Annex A).

Likewise, the concerned IO shall submit Disbursement Reports using the prescribed COA-Template Circular 2014-002-Annex (see Annex C) to the DPWH Central Office through the Finance Service. Said reports shall be submitted every 25<sup>th</sup> of the month, whereas, the BOM and FS shall endorse the consolidated reports to the NDRRMC every 30<sup>th</sup> of the month.

Moreover, Project Completion Reports, including Certification of Completion with photos or Certificate of Acceptance (see Annex C), shall be consolidated by the RO for endorsement to BOM upon issuance of said certificate/s.

### 3.8 Format on the Submission of Reports via e-mail

The following forms shall be submitted to eomd.boe@dpwh.gov.ph, viz:

- District Inventory of Quick Response Assets – DPWH-QMS-16-06;
- Regional Inventory of Quick Response Assets - DPWH-QMS-16-07;
- List of Prepositioned Quick Response Assets - DPWH-QMS-16-08;
- Summary of Prepositioned Quick Response Assets - DPWH-QMS-16-09;
- List of Deployed and Augmented Quick Response Assets - DPWH-QMS-16-13,
- Summary of Deployed and Augmented Quick Response Assets - DPWH-QMS-16-14, and;
- Map of Prepositioned Quick Response Asset - DPWH-QMS-16-21 and 22

while, Disbursement Reports (COA-Template Circular 2014-002) shall be submitted to Finance Service via financeservice@dpwh.gov.ph.

The remaining forms shall be submitted to bomsdmcd@dpwh.gov.ph and the subject line must be provided following the prescribed format:

#### a. Inventory of Available Quick Response Assets

- **From DEO to RO**

**Subject:** Name of DEO <space> Inventory of Available QRA <space>as of <space> Date (mo,yyyy)

*Example:*

**Subject:** Bulacan II Inventory of Available QRA as of March 2020

- **From RO to Central (Consolidated)**

**Subject:** Region No. <space> Consolidated Inventory of Available QRA <space>Name of Disaster/Incident <space> Date (mo dd,yyyy)

*Example:*

**Subject:** Region III Consolidated Inventory of Available QRA as of March 2020

#### b. Activation Report and List of Prepositioned QRA

- **From DEO to RO**

**Subject:** Name of DEO <space> Activation Report and List of Prepositioned QRA <space>Name of Disaster/Incident <space> Date (mo dd,yyyy)

*Example:*

**Subject:** Bulacan II Activation Report and List of Prepositioned QRA TY Bising May 10, 2020

- **From RO to Central (Consolidated)**

**Subject:** Region No. <space> Consolidated Activation Report and List of Prepositioned QRA <space>Name of Disaster/Incident <space> Date (mo dd,yyyy)

*Example:*

**Subject:** Region III Consolidated Activation Report and List of Prepositioned QRA TY Bising as of May 12, 2020

**c. Situational Reports on National Roads and Bridges**

- **From DEO to RO**

**Subject:** Name of DEO <space> Situational Report <space>Name of Disaster/Incident <space> as of Date (mo dd,yyyy),<space> Time (hh:mm AM/PM)

*Example:*

**Subject:** Bulacan II Situational Report TY Bising as of May 12, 2020, 1:00 PM

- **From RO to Central (Consolidated)**

**Subject:** Region No. <space> Consolidated Situational Report <space>Name of Disaster/Incident <space> as of Date (mo dd,yyyy),<space> Time (hh:mm AM/PM)

*Example:*

**Subject:** Region III Consolidated Situational Report TY Bising as of May 12, 2020, 2:00 PM

For the final report, the word “FINAL” shall be reflected prior to the word “SITREP” (i.e. Subject: Bulacan II / Region III FINAL Situational Report TY Bising as of May 15, 2020, 12:00 NN).

**d. Deployed and Augmented QRA**

- **From DEO to RO**

**Subject:** Name of DEO <space> Deployed and Augmented QRA<space>Name of Disaster/Incident <space> as of Date (mo dd,yyyy) Time (hh:mm AM/PM)

*Example:*

**Subject:** Bulacan II Deployed and Augmented QRA as of May 12, 2020, 2:00 PM

- **From RO to Central (Consolidated)**

**Subject:** Region No. <space> Consolidated Deployed and Augmented QRA <space>Name of Disaster/Incident <space> as of Date (mo dd,yyyy) Time (hh:mm AM/PM)

*Example:*

**Subject:** Region III Consolidated Deployed and Augmented QRA as of May 12, 2020, 2:00 PM

**e. Calamity Damage Infrastructure Report and Losses**

- **From DEO to RO**

**Subject:** Name of DEO <space> Calamity Damage Infrastructure Report/Losses <space>Name of Disaster/Incident <space> as of Date (mo dd,yyyy) Time (hh:mm AM/PM)

*Example:*

**Subject:** Bulacan II Calamity Damage Infrastructure Report/Losses TY Bising as of May 13, 2020, 10:00 AM

- **From RO to Central (Consolidated)**

**Subject:** Region No. <space> Calamity Damage Infrastructure Report/Losses <space>Name of Disaster/Incident <space> as of Date (mo dd,yyyy) Time (hh:mm AM/PM)

*Example:*

**Subject:** Region III Consolidated Calamity Damage Infrastructure Report/Losses TY Bising as of May 13, 2020, 12:00 PM

For the final report the word “FINAL” shall be reflected prior to the word “Calamity Damage Infrastructure Report/Losses” (i.e. Subject: Bulacan DEO/Region III Final Calamity Damage Infrastructure Report/Losses TY Bising as of May 15, 2020 4:00 PM).

**f. Post-Disaster/Incident Report**

- **From DEO to RO**

**Subject:** Name of DEO <space>Post-Disaster/Incident Report<space>Name of Disaster/Incident <space> as of Date (mo dd,yyyy)

- **From RO to Cental - BOM (Consolidated)**

**Subject:** Region No. <space> Post-Disaster/Incident Report<space>Name of Disaster/Incident <space> as of Date (mo dd,yyyy)

*Example:*

**Subject:** Region III Consolidated Post-Disaster/Incident Report TY Bising as of May 13, 2020

**g. Calamity Funded Projects Monthly Status Report**

**1. Monthly Status Report with Progress Photograph**

- **From DEO to RO**

**Subject:** Name of DEO <space> Monthly Status Report on Calamity Funded Projects <space> as of Date (mo dd, yyyy)

- **From RO to Central - BOM (Consolidated)**

**Subject:** Region No. <space>Monthly Status Report on Calamity Funded Projects <space> as of Date (mo dd,yyyy)

*Example:*

**Subject:** Region III Monthly Status Report on Calamity Funded Projects as of May 25, 2020

## 4. STANDARD OPERATING PROCEDURES

This chapter outlines the operational guidelines that will serve as the standard operating procedures of the Department from the national, regional and district level in preparing, responding and recovering from different kinds of disasters or incidents. Likewise, the chapter will discuss the guidelines of the different assessment tools from pre-disaster to post-disaster phase.

### 4.1 Hazard Specific Procedures

Hazard can be categorized into two: natural and human-induced hazards. Natural hazards are Hydro-meteorological such as typhoons, floods, landslides, drought and storm surge; Geologic such as earthquakes, volcanic eruptions, landslides and tsunamis; and Fire such as fire on natural environment, modern environment and fire after an earthquake. Human-induced hazards are hazards caused directly or indirectly by human actions such as armed conflict.

#### 4.1.1 Hydro-meteorological

The Philippines lies within the Pacific Typhoon Belt. People in various parts of the archipelago are exposed to as much as 21 typhoons passing its way each year, five of which are destructive. In 2021, the Philippines has been ranked 8th in the World Risk Index.

Disasters affect a great number of people. Flooding alone affects millions of people and causes displacement of families, loss of livelihood, and destruction of infrastructure, among others. In terms of economics, billions of pesos are lost every year due to perished agricultural produce, caused by unpassable road network which hampered the delivery of goods. Also, government resources are depleted due to simultaneous, consecutive, and massive disaster recovery operations.

##### 4.1.1.1 Objectives

- To orient and guide DPWH-DIMT and personnel in the preparedness and response operation against the destructive effects of typhoons, flood, erosion and other water related hazards to minimize their impacts and hasten relief, rehabilitation, recovery and restoration.
- To ensure safety of all personnel involved in response operations.
- To improve inter-agency coordination in response to disaster management.

##### 4.1.1.2 Operational Guidelines

###### 4.1.1.2.1 Pre-Disaster Phase

- a. Activate the DPWH-DIMT and responders as well the EOC for coordination and submit Activation Report (DPWH-QMSP-16-08) and Prepositioned QRA (DPWH-QMSP-16-09 and 10 and Map).

- b. Submit updated inventory of available QRA that will be utilized for the response operations.
- c. Prepare all logistical requirements (equipment, communication facilities, PPEs, food and first aid kit for responders) to be used in response operations.
- d. Properly coordinates with other government agencies involved in pre-disaster management.
- e. Prepare a Lease Contract Agreement between DPWH and identified eligible private contractors in the utilization of heavy equipment for response operations.
- f. For road sections with ongoing projects, tapped/instruct contractors and DPWH Project Engineers assigned to fast track the activities particularly with on-going road excavation (cutting works) which may result in road closure and to reposition/stand-by their assigned responder for possible clearing operations.
- g. Conduct inspection on critical structures that may cause possible hazard.
- h. Pruning of trees and declogging of canal on all national roads prone to flooding.
- i. Prepare reflectorized warning signs and road safety devices, as per DPWH standards for use in the affected area.

#### **4.1.1.2.2 Disaster Response Phase**

- a. Clearing national roads for mobility and identification of alternate routes for response operations for humanitarian assistance prioritizing the roads leading to evacuation centers, ports, airports, hospitals, warehouses and temporary relief camps and medical facilities.
- b. Mobilize identified partners in response operations such as clearing operations and provision of an alternate road network going to and from the affected areas to facilitate the transport of goods and personnel.
- c. Provide traffic management and travel advisory to guide road users.
- d. Provide temporary structures required to ensure continuous mobility of response operations and execute palliative measures to infrastructures with minor damages to prevent further damage.
- e. Provide support in the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) per request of the Office of Civil Defense (OCD). Drones may be used for areas that are not accessible.
- f. Provide assistance to stranded passengers and stalled vehicles.
- g. Inform and coordinate with the LGU (Barangay/Municipal/City/Provincial) regarding the status of national roads within their area of concern.

- h. Provide logistical support to other response agencies as requested by the Logistics, Shelter and International Humanitarian Assistance Clusters Leads.
- i. Submit Situational Report ((DPWH-QMS-16-11), Geotagged Photographs (DPWH-QMS-16-12) and Deployed/Augmented QRA (DPWH-QMS-16-13 and 14) to concerned DPWH-EOC.

#### **4.1.1.2.3 Post Disaster Phase**

- a. Continually remove obstructions and urgently rehabilitate the affected roads sections;
- b. Continually construct temporary structures required to ensure continuous mobility of response operations and execute palliative measures to infrastructures with minor damages.
- c. Provide continuous logistical support (manpower and equipment) in hauling and delivery of goods/commodities to other response agencies as requested by the, Shelter and International Humanitarian Assistance Clusters Leads.
- d. Continually submit Situational Reports (DPWH-QMSP-16-11), Geotagged Photographs (DPWH-QMS-16-12) and Deployed/Augmented QRA (DPWH-QMS-16-13 and 14) to the concerned DPWH- EOC until the Final Situational Report is accomplished.
- e. Report all damaged infrastructure facilities and losses with corresponding costs thru DPWH-QMSP-16-15, 16 and 17.
- f. Conduct Post Calamity Damage Assessment (PCDA) on reported damaged infrastructure for immediate rehabilitation/restoration funding.
- g. Prepare all supporting documents to each damaged infrastructure for the submission of request for the release of calamity fund.
- h. Deactivation of DPWH-DIMT and response operations by submitting Post Disaster/Incident Report
- i. Provide support in the conduct of Post Disaster Needs Assessment (PDNA) per request of the Office of Civil Defense (OCD).

#### **4.1.2 Geologic (Earthquake and Volcanic)**

The Philippines is wedged in the Pacific Ring of Fire which is a 40,000 km horseshoe-shaped basin that is associated with a nearly continuous series of oceanic trenches, volcanic arcs, and volcanic belts and/or plate movements.

Active fault system is highly present in the Philippines, threatening the lives and properties of the community. With the movement of these fault lines, lifeline structures may incur severe damages.

#### **4.1.2.1 Objectives**

- To orient and guide DPWH-DIMT, concerned units/teams and DPWH personnel in the preparedness and response operation against the destructive effects of geologic related hazards to minimize the impacts and hasten relief, rehabilitation, recovery and restoration.
- To provide immediate access to lifeline structures for the delivery of social services and rescue operations.
- To ensure safety of all personnel involved in response operations.
- To improve inter-agency coordination in response to disaster management.

#### **4.1.2.2 Operational Guidelines**

##### **4.1.2.2.1 Pre-Disaster Phase**

###### **4.1.2.2.1.1 For Slow On-set**

- a. Submit the updated inventory of QRA (DPWH-QMS-16-06 and 07)
- b. Activate the DPWH-DIMT and responders as well as the EOC for coordination and submit Activation Report (DPWH-QMS-16-08), and List and Map of Prepositioned QRA (DPWH-QMS-16-09, DPWH-QMS-16-10, DPWH-QMS-16-21 and DPWH-QMS-16-22).
- c. Prepare all logistical requirements (equipment, communication facilities, PPEs, food and first aid kit for responders) to be used in response operations.
- d. Properly coordinate with other government agencies involved in pre-disaster management.
- e. Prepare comprehensive Evacuation Plan that shall be posted strategically for each building or facility.
- f. Conduct a quarterly evacuation drill to improve awareness and evacuation procedures.
- g. Conduct vulnerability and risk assessment to identify appropriate mitigation measures on DPWH buildings and national bridges.
- h. Secure a Memorandum of Agreement (MOA) among the Department, Shipping Companies and Philippines Ports Authority (PPA) for the transport of heavy equipment for the augmentation for clearing and response in case it will be transferred via water transportation.

#### **4.1.2.2.1.2 For Sudden On-set**

- a. Prepare comprehensive Evacuation Plan that shall be posted strategically for each building or facility.
- b. Conduct a quarterly evacuation drill to improve awareness and evacuation procedures.
- c. Conduct vulnerability and risk assessment to identify appropriate mitigation measures on DPWH buildings and national bridges.
- d. Secure a Memorandum of Agreement (MOA) among the Department, and Philippines Ports Authority (PPA) for the transport of heavy equipment for the augmentation for clearing and response in case it will be transferred via water transportation.

#### **4.1.2.2.2 Disaster Response Phase**

##### **4.1.2.2.2.1 For Sudden On-set**

- a. Activate DPWH-DIMT and responders.
- b. Submit Activation of DPWH-DIMT ((DPWH-QMS-16-08) in compliance with the provisions of Chapter III.

##### **4.1.2.2.2.2 For Slow/Sudden On-set**

- a. Mobilize equipment for clearing operations and other logistics needs based on the initial reports and requests.
- b. Conducts clearing operations on roads and identification of alternate routes for response operations.
- c. Tap partners (contractors, LGU, etc.) in the use of assets for any response operations such as clearing operations and provision of an alternate road network going to and from the affected areas to facilitate unhampered transportation of goods and personnel.
- d. Provide traffic management and travel advisory to guide road users.
- e. Formulate an effective traffic scheme or rerouting if possible to avoid vehicle congestion.
- f. Provide support in the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) per request of the Office of Civil Defense (OCD). Drones may be used for areas that are not accessible.
- g. Provide assistance to stranded passengers and stalled vehicles.

- h. Inform the LGU (Barangay/Municipal/City/Provincial) regarding the status of national roads within their area of concern.
- i. Provide logistical support to other response agencies as requested by the Logistics Cluster.
- j. Submit Situational Report ((DPWH-QMS-16-11), Geotagged Photographs (DPWH-QMS-16-12) and Deployed/Augmented QRA (DPWH-QMS-16-13 and 14) to concerned DPWH-EOC.

#### **4.1.2.2.3 Post Disaster Phase**

- a. Continually remove obstructions and urgently rehabilitate the affected roads sections
- b. Continually construct temporary structures required to ensure continuous mobility of response operations and execute palliative measures to infrastructures with minor damages.
- c. Provide continuous logistical support (manpower and equipment) in hauling and delivery of goods/commodities to other response agencies as requested by the Logistics Cluster.
- d. Continually submit Situational Report ((DPWH-QMS-16-11), Geotagged Photographs (DPWH-QMS-16-12) and Deployed/Augmented QRA (DPWH-QMS-16-13 and 14) until the Final Situational Report is provided.
- e. Report all damaged infrastructure facilities and losses with corresponding costs thru DPWH-QMS-16-15, 16 and 17.
- f. Conduct Post Calamity Damage Assessment of reported damaged infrastructure for immediate rehabilitation/restoration funding.
- g. Prepare all supporting documents to each damaged infrastructure for the submission of request for the release of calamity fund.
- h. Deactivation of DPWH-DIMT and response operations.
- i. Continually provide traffic management and travel advisory.
- j. Conduct Earthquake Quick Response Program (EQRP) Rapid Evaluation Assessment using the ASEP prescribed forms for buildings (See Annex B)
- k. Provide support in the conduct of Post Disaster Needs Assessment (PDNA) per request of the Office of Civil Defense (OCD).

### **4.1.3 Fire**

Some natural disasters can be predicted such as tropical cyclones and volcanic eruptions, wherein evacuation and other preparedness measures can be implemented into actions while earthquakes may happen without a warning. On the other hand, there are disasters caused by intentional and unintentional actions of humans which include fire that should be immediately managed.

According to the BFP Fire Incident Report, there were 94,399 fire incidents that occurred from 2013-2018, or an average of 15,733 incidents a year resulting in 5,131 fire-related injuries with an average of 855 a year and 1,517 fire-related deaths. Fire can be deadly, destroying properties, wildlife habitat and polluting the air with emissions that are harmful to human health.

This section of the SOP is solely intended for the initial action within the DPWH Offices to safeguard the Department's assets - people and property.

#### **4.1.3.1 Objectives**

- To orient and guide DPWH-DIMT, concerned units/teams and DPWH personnel in the preparedness and response operation in the occurrence of fire against its destructive effects.
- To ensure safe and organized evacuation in times of this disaster.
- To protect lives and properties within the DPWH Compound.
- To initially control the spread of fire within the DPWH office/compound.

#### **4.1.3.2 Operational Guidelines**

##### **4.1.3.2.1 Pre-Disaster Phase**

- a. Prepare a comprehensive Evacuation Plan that shall be posted strategically for each building or facility.
- b. Conduct a quarterly evacuation drill to improve awareness and evacuation procedures.
- c. Conduct quarterly checking with regards to the expiration of medical supplies and fire safety equipment such as fire extinguishers.
- d. Properly store all identified hazardous and combustible materials present within the DPWH compound.
- e. Provide/identify fire truck and ambulance parking space.
- f. Request annual inspection to the Bureau of Fire Protection (BFP) if DPWH buildings are in compliance with Republic Act No. 9514 Fire Code of the Philippines of 2008.
- g. Ensure that PPEs and medical kits are available and accessible at all times.

- h. Provide a functional and accessible alarm system.

#### **4.1.3.2.2 During Disaster Phase**

- a. Immediately activate the alarm system any nearest personnel
- b. Evacuate all office personnel, valuable equipment and records to the assigned assembly or designated evacuation point following the evacuation lay-out plan.
- c. Conduct head counting of evacuated personnel.
- d. Perform the duties and responsibilities of all EB team members.
- e. Contact immediately the Bureau of Fire Protection (BFP) for fire control response and Philippine National Police (PNP) and nearby hospital for medical and security assistance.

#### **4.1.3.2.3 Post Disaster Phase**

- a. Continue the execution of EB and DPWH-DIMT functions until every life and property are given the proper attention and action.
- b. Deploy Safety Officer, together with trained personnel, to conduct inspection/assessment of the affected building.
- c. Execute clearing and proper disposal of fire debris in coordination with the BFP.
- d. Give clearance to all personnel to re-occupy the affected building after the inspection of DPWH Safety Officer in coordination with the BFP.
- e. Conduct documentation and assessment on damages and casualty to be reported to Central EOC in accordance with the BFP's report.

### **4.1.4 Armed Conflict/Terrorism-Related Incidents**

Apart from natural hazards, human-induced hazards such as crimes and terrorism threaten and affect the peaceful lives of the communities. Terrorism is highly present in our country and also a global concern that can happen anytime and anywhere causing extraordinary fear and panic, death, displacement of individuals and families, and destruction of properties. With the growing threat of terrorism in the Philippines, the DPWH must be prepared and be on guard for the possible consequences that may arise.

This section of the SOP is solely intended for the initial action within the DPWH Offices to safeguard the Department's assets - people and property.

#### **4.1.4.1 Objectives**

- To orient and guide all DPWH-DIMT, concerned units/teams and DPWH personnel in the preparedness and response operation against the destructive effects of armed conflicts and terrorism related incident so as to ensure the safety and timely response of the DPWH employees and later on rehabilitate the damages incurred.
- To ensure safe and organized evacuation in times of this disaster.
- To protect lives and properties within the DPWH Compound.
- To improve inter-agency coordination in response to disaster management.

#### **4.1.4.2 Operational Guidelines**

##### **4.1.4.2.1 Pre-Incident Phase**

- a. Identify well-trained personnel who will initially handle terrorism-related incidents
- b. Provide competent security personnel in every entry and exit points in DPWH compound to ensure safety of all assets.
- c. Evacuate all office personnel, valuable equipment and records to the assigned assembly or evacuation point if advance warning is given
- d. Provide emergency hotlines posted in strategic locations of each building.
- e. Conduct an evacuation drill to improve awareness and evacuation procedures.

##### **4.1.4.2.2 During Incident Phase**

- a. Contact immediately the concerned uniformed personnel for security assistance.
- b. Evacuate all office personnel, valuable equipment and records to the assigned assembly or evacuation point.
- c. Identify safe refugee area with provision of food, water, first aid kit, and others for the DPWH Employees.
- d. Secure the DPWH compound and buildings.

##### **4.1.4.2.3 Post Incident Phase**

- a. Secure clearance from the authorized uniformed personnel or established external DPWH-DIMT to conduct initial assessment of the DPWH compound.
- b. Execute clearing and proper disposal of debris.

- c. Request from concerned agencies (DSWD, DOH, etc.) to conduct stress and trauma debriefing for affected DPWH personnel.
- d. Conduct documentation and assessment on damages and casualty to be reported to concerned DPWH- EOC.
- e. For wide coverage terrorism incident, participate in the inter-agency PDNA initiated by the OCD.

## **4.2 Disaster/Incident Field Assessments**

### **4.2.1 Rapid Damage Assessment and Needs Analysis (RDANA) and Post Disaster Needs Assessment (PDNA)**

The NDRRMC institutionalized the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) as a disaster response tool to determine the life-threatening situation and life-saving needs of the affected population immediately after the disaster or emergency. It is vital importance to conduct RDANA immediately after the impact/onset of a medium or large –scale disaster, to provide general information on priority needs, as well as to identify the needed resources and services and immediate emergency measures to preserve and save lives and alleviate the sufferings of the affected population. RDANA report serves as the basis for project planning and implementation of humanitarian assistance. DPWH is assigned to assess the areas related to infrastructure together with the Local Engineering Offices and other recommended agencies/offices.

As for Post Disaster Needs Assessment (PDNA), it is a multi- sectoral and multi- disciplinary structured approach to assesses disaster impacts and prioritizing recovery and reconstruction needs. It intends to assess short-term interventions that will facilitate initial recovery from the damages and losses and the financial requirements that are necessary to achieve a holistic post-disaster recovery reconstruction and risk management that also entails the Build Back Better principle/approach. This is conducted by government agencies together with the international development partners and local private sectors after all humanitarian assistance is completed. Moreover, DPWH leads the Infrastructure Sector and directly assesses the Transportation Sub-sector together with the other identified agencies.

In the conduct of RDANA and PDNA, the team shall ensure adherence to minimum public health standards and other relevant safety protocols to ensure the protection of all the members

#### **4.2.1.1 Triggers for Deployment of DPWH-RDANA and PDNA**

The triggers for the deployment of DPWH- RDANA shall be anyone of the following:

- a. Official request from the affected Regional or Local DRRMC;
- b. Recommendation and direction from OCD at the National/ Regional Level or Local Chief Executive/ LDRRMO at the Local Level.

#### **4.2.1.2 Team Composition**

The DPWH shall maintain a database of RDANA and PDNA trained technical personnel who can be deployed upon receipt of request.

**a. DPWH-RDANA**

- Technical personnel trained either in RDANA or PDNA from the Central, Regional and District level. Jointly conduct of each level is necessary.
- Must be physically and mentally fit in the conduct of assessment.

**b. DPWH-PDNA**

- Technical personnel trained in PDNA from the Central, Regional and District level. Jointly conduct of each level is necessary.
- Must be physically and mentally fit in the conduct of assessment.

**4.2.1.3 Mobilization Procedures**

**4.2.1.3.1 Pre-Mobilization**

- a. In case that the conduct of RDANA and PDNA, as per declaration from DRRMC, is at the:
  - Regional Level - the Regional/District DPWH-EOC must provide the Central DPWH EOC the letter from the OCD requesting for DPWH representatives to join the assessment.
  - National Level - the Central DPWH-EOC shall notify the concerned Regional DPWH EOC thru a Memorandum.
- b. Create a team composed of the technical personnel from the Central, Regional and District Engineering Offices.
  - Regional Level - the Regional DPWH-DIMT shall create the team composition as per coordination with Central and District DPWH-EOCs.
  - National Level - the Central-DIMT shall create the team composition as per coordination with Regional and District DPWH-EOCs.
- c. Send the team composition to the Central/Regional OCD.
- d. Conduct assessment briefing with regards to the assigned task and administrative arrangements.

**4.2.1.3.2 Mobilization**

- a. Attend briefing conducted by the Central/Regional OCD.
- b. Conduct assessment as per area of assignment provided by the Central/Regional OCD. Concept of the assessment per issued guidelines of RDANA and PDNA shall be strictly followed.

- c. Identify the following:
  - For RDANA - actions taken, damages, needs and recommended actions in order to facilitate immediate response to ensure early recovery of the affected community relative to infrastructure.
  - For PDNA - cost of damages, losses and needs, and impacts in the Transportation Sub-sector.
- d. For PDNA, the team shall coordinate the list of proposed projects and its source of fund to the implementing offices and to the Office of the Secretary copy furnished the Bureau of Maintenance prior to the submission of PDNA Report.
- e. Prepare and submit the following reports to the Central/Regional OCD:
  - For RDANA – accomplish all RDANA Forms
  - For PDNA – prepare the Transportation Sub-sector report and finalize the Infrastructure Sector Report in the write shop facilitated by the Central/Regional OCD.

#### **4.2.1.3.3 Post-Mobilization**

Demobilization of DPWH Team shall commence only upon the order from the RDANA and PDNA Secretariat.

- a. Return all provided logistical resources in accordance to the set guidelines by the Secretariat.
- b. Participate in the stress-debriefing facilitated by the OCD, if any.
- c. Provide the Final RDANA and PDNA Infrastructure Sector Reports to the Office of the Secretary copy furnished the Bureau of Maintenance.

## **4.2.2 Post Calamity Damage Assessment (PCDA)**

Post Calamity Damage Assessment (PCDA) is an on-site field validation performed by composite team of technical personnel who will conduct assessment to identify damages, losses and repair/rehabilitation/reconstruction cost in the infrastructure facilities of the Department after the impact of any incident/disaster. Furthermore, said assessment will pave way for the prioritization of the identified projects for possible funding. This standardized procedure was developed to improve the assessment and coordination mechanism between the Central, Regional and District Engineering Offices.

### **4.2.2.1 Roles and Responsibilities:**

#### **a. District Level**

- Execute assessment and evaluation on the extent and type of damages incurred by infrastructures facilities under DPWH after the impact of disaster/incident.
- Compute and provides cost of damages and losses incurred using DPWH-QMS-16-15, 16 and DPWH-QMS-16-17, respectively.

- For earthquake, the team must assess affected buildings that are included in the inventory of DPWH National Government Owned Building (NGOB) using the EQR Form. However, for those buildings that are not included in the inventory but requires technical assistance as requested by other agencies, the team shall assess the concerned buildings together with the representative from the requesting agency.
- Prepare and submit reports using PCDA and/or EQR Form to the Operations Unit Head Chief for endorsement to the Planning Unit Head of District DIMT to be forwarded to the Regional EOC.
- Identify appropriate projects to repair, rehabilitate or reconstruct affected infrastructures and prioritize proposed projects based on the given guidelines in Chapter 5.
- Prepare and submit the list of proposed projects together with the required supporting documents for the release of calamity fund to the Regional Office.

**b. Central/ Regional**

The assigned team shall execute and carried out their designated functions as detailed below:

- Verify the veracity of submitted reports of the Implementing Offices;
- Validate the actual damage, losses and needs of the affected infrastructure;
- Prioritize the proposed projects for endorsement to the concerned Central Office

**4.2.2.2 Triggers for the Conduct**

**a. District PCDA**

- Upon order from the Incident Commander thru the Operations Section Chief.

**b. Central/Regional PCDA**

Any of the following may trigger the conduct of Central/Regional PCDA in the affected area:

Case 1: Upon order of DPWH official/s, PCDA Team from the Central Office (BOM Representatives and/or other bureaus of technical services) shall conduct assessment on the affected region/s considering that the area subject for validation is safe.

Case 2: Upon receipt of Final Calamity Damage Infrastructure Report (DPWH-QMS-16-15 and 16), BOM shall decide if the conduct of Central PCDA necessary. If yes, BOM shall coordinate with the RO for the said validation. If not, the RO must be informed by the CO to validate on their behalf.

Case 3: Upon completion of the tabletop evaluation of BOM based on the submitted documents for Request for Release of Calamity Fund.

#### **4.2.2.3 Team Composition**

DPWH PCDA team shall be composed of the following technical personnel, preferably with Post Disaster Needs Assessment (PDNA) training. Head of Office is mandated to direct their personnel regarding this undertaking.

- a. BOM representative and if necessary, with other Bureaus from Technical Services
- b. Regional Maintenance/Planning & Design Division Representative
- c. District Maintenance Section Representative
- d. District Planning & Design/Construction Section Representative

#### **4.2.2.4 Mobilization Procedures**

##### **4.2.2.4.1 Pre-Mobilization**

- a. Upon issuance of travel order, the identified CO/RO Representatives shall coordinate to concerned RO/DEOs respectively, regarding the undertaking via phone call, email, or fax.
- b. If PCDA is activated under the conditions of Cases 1 and 2, concerned DEOs shall prepare draft program of works to be reviewed by the team upon arrival.

##### **4.2.2.4.2 Mobilization**

- a. Arrival of the Team at concerned RO/DEO
  - a. Courtesy call to Regional Director/s and/or District Engineer/s or DPWH DIMT.
  - b. List of projects to be assessed and validated by the composite team shall be limited to the submitted documents:
    - For case 1 and 2, Calamity Damaged Infrastructure Report (DPWH-QMS-16-15)
    - For case 3, Requests for Release of Calamity Funds (DPWH-QMS-16-01);
  - c. For case 1, any additional requests should be properly submitted to BOM for review and evaluation.
- b. The Team shall proceed to the location of proposed projects to execute the following:
  - Check if the infrastructure is actually damaged by the specific disaster/incident;
  - Validate the extent, type and cost of damage;
  - Take geotagged photos of the damaged infrastructure;
  - Check if the proposed scope of work is appropriate to the damaged infrastructure and falls under repair/rehabilitation/reconstruction only;
  - Prioritize proposed projects according the prioritization in Chapter 5

**Reminder:**

If affected area is not accessible during the time of validation, (e.g., safety reasons, peace and order, or closed road) geotagged photos of the damaged infrastructure must be provided by the concerned DEO and should be properly noted by PCDA Team.

- c. The Team shall prepare and fill up the prescribed PCDA Form (DPWH-QMS-16-02, 19 and 20) and prioritize the validated proposed projects.
- d. The IO shall sign the prepared DPWH-QMS-16-02 and DPWH-QMS-16-19 and must provide all revised/final supporting documents upon exit of the Team.

**4.2.2.4.3 Post Assessment Phase**

- a. Consolidation and submission of the following reports:
  - The CO Representatives shall prepare a Summary of PCDA Report (DPWH-QMS-16-18), and submit, within five (5) days after arrival, to the Section Chief of Disaster Rehabilitation Management Section and Division Chief of SDMCD for review and checking.
  - Checked and reviewed reports shall be finalized, consolidated and endorsed, within 3 days, to the BOM Director.
- b. PCDA Summary Report shall be submitted to the concerned Undersecretary for Technical Services and Regional Operations, per D.O. 192 S. 2016.

**4.2.3 Vulnerability and Risk Assessment (VRA)**

Vulnerability and Risk Assessment (VRA) is a visual screening procedure which aims to identify, inventory and rank/prioritize buildings that are potentially hazardous, such as:

- Older buildings designed and constructed before the adoption of adequate seismic design and detailing requirements
- Buildings on soft soil
- Buildings having performance characteristics that negatively influence their seismic response

VRA team shall be composed of technical personnel, preferably with training related to pre-earthquake assessment of buildings. Head of Office is mandated to direct their personnel regarding this undertaking.

Conduct of VRA shall be upon the discretion of the Head of Office or as per issued memorandum from the Central Office.

#### **4.2.3.1 Mobilization Process**

##### **4.2.3.1.3 Pre-Mobilization**

- a. Conduct coordination meeting prior to the assessment;
- b. Provide inventory of buildings to be assessed;
- c. Prepare measuring tools for the conduct of assessment together with the appropriate Personal Protective Equipment (PPE);
- d. Install to designated mobile device the PHIVOLCS FaultFinder Application by Department of Science and Technology (DOST) to identify the proximity of the building from the fault line, and GPS Map Camera Application for capturing geotagged photographs of the assessed buildings.

##### **4.2.3.1.4 Mobilization**

- a. Use the Rapid Visual Screening of Buildings for Potential Seismic Hazards (FEMA-154 Data Collection Form) and Seismic Vulnerability Rating of Building Form (DPWH-BOD-BD-QMSF-11) as Criteria for Prioritization of Public Buildings for Inspection- Earthquake Risk Assessment and shall ensure that all required details/information are provided (see Annex B)
- b. It should be noted that:
  - For FEMA 154 Form, if the final rating of the assessed building is two (2) and below, detailed evaluation is required.
  - For Seismic Vulnerability Rating of Building Form, the higher the total seismic rating, the higher the priority for detailed evaluation.

Detailed evaluation may be done through the verification of as-built conditions, site soil condition, structural computations, etc. Buildings identified as potentially hazardous should be further evaluated by structural design professionals with experience in seismic designs to determine if, in fact, they are seismically hazardous.

##### **4.2.3.1.5 Post Assessment**

- a. Prepare final report indicating the FEMA 154 final rating of the assessed buildings.
- b. Recommend the buildings for repair, retrofitting, reconstruction/replacement or other options.
- c. For buildings with final rating of 2 and below, conduct preliminary structural evaluation/investigation and prepare retrofit options analysis and pre-cost estimates.
- d. All reports shall be summarized and submitted to Head of Office for further necessary actions to execute repair, retrofitting or other necessary engineering/structural interventions.

#### **4.2.4 Calamity Funded Projects Validation**

Validation of Calamity Funded Projects is an on-site field validation performed semi-annually by BOM-SDMCD technical personnel together with the representatives from the concerned Regional Offices to evaluate actual work progress of maintenance and repair/restoration of infrastructure projects funded out of the QRF and NDRRMF. This activity was established to ensure that all Calamity Funded projects are being implemented accordingly by the IO.

The IO shall submit reports as discussed in Chapter III Item 3.7 Calamity Funded Projects Status Report and present necessary supporting documents for the verification of the work accomplishments.

Upon completion of the field validation, the BOM shall submit their report to the Undersecretary for Technical Services.

##### **4.2.4.1 Team Composition**

- a. BOM Representative
- b. Regional Maintenance Division Representative
- c. District Maintenance Section Representative
- d. Project Engineer/Inspector assigned per project

##### **4.2.4.2 Mobilization Process**

###### **4.2.4.2.1 Pre-Mobilization**

BOM technical personnel shall execute the following:

- a. Coordinates with the RO for the schedule of validation and supporting documents needed;
- b. Prepares consolidated list of projects to be validated based on DPWH-QMS-16-04;

###### **4.2.4.2.2 Mobilization**

- a. The team shall conduct courtesy call to Regional Director/s and/or District Engineer/s.
- b. The Team shall proceed to the location of the funded projects to validate if the reported accomplishment, approved plans and project documents are consistent with the actual works accomplished on-site
- c. Take geotagged photos of the project/s
- d. The Team shall prepare and sign the prescribed DPWH-QMS-16-24 and 25 and must provide all necessary documents upon exit of the Team.

**Reminder:**

If affected area is not accessible during the time of validation, (e.g., safety reasons, peace and order, or closed road) geotagged progress photographs and certification from the concerned office/agency must be provided by the IO and should be properly noted by the Team.

**4.2.4.2.3 Post Assessment Phase**

- a. The CO Representative/s shall prepare a Validation Report and submit, within five (5) days upon arrival, to the Section Chief of Disaster Rehabilitation Management Section and Division Chief of SDMCD for review and checking.
- b. Checked and reviewed reports shall be finalized, consolidated and endorsed, within 3 days, to the BOM Director.
- c. Validation Report shall be submitted to the Undersecretary for Technical Services for further instruction.

## 5. RELEASE OF CALAMITY FUND

This chapter shall provide requirements, guidelines, and timeline of submission to rationalize the Department's process in the request for the release of calamity fund. Damages incurred after any disaster/incident that is reported in Calamity Damaged Infrastructure Report Form may be requested for the release of calamity fund given that it meets the minimum criteria to be further discussed in this chapter.

Under Section 22 (c) of Republic Act No. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010", thirty percent (30%) of the amount appropriated for the NDRRM Fund (former Calamity Fund) "shall be allocated as Quick Response Fund (QRF) or stand-by fund for relief and recovery programs in order that situation and living conditions of people in communities or areas stricken by disasters, calamities, epidemics, or complex emergencies, may be normalized as quickly as possible."

DPWH has a built-in QRF budgetary allocation that serve as standby funds to be used for reconstruction and rehabilitation programs, activities or projects affected including repositioning of goods and equipment and repair and replacement of damaged infrastructure facilities in order that situation and living conditions of people in communities or areas stricken by disasters, calamities, epidemics, or complex emergencies, which occurred in the last quarter of the immediately preceding year and those occurring during the current year may be normalized as quickly as possible. The QRF shall be used only for disaster response activities and for other purposes authorized in the General Appropriation Act (GAA).

When the QRF gets depleted, the agency may request for replenishment from the DBM and to be approved by the Office of the President.

### 5.1 Guidelines on the Submission of Request for Funding

#### 5.1.1 Quick Response Fund

The management, prioritization and monitoring of the DPWH QRF releases shall be under the Bureau of Maintenance (BOM).

1. The Regional Office (RO) shall ensure that the requested projects submitted by concerned DEOs are for reconstruction and/or rehabilitation to address works requiring immediate attention to prevent further damage or injury caused by calamities, epidemics, crises, and catastrophes to public infrastructure or the public in general and quickly normalize areas affected by such. Likewise, only projects or activities under the mandate of DPWH are qualified for the request for QRF.
2. The RO shall also ensure that all requests for the release of calamity funds are included in the submitted Calamity Damage Infrastructure Report (DPWH-QMSP-16-15 and 16), and shall be supported by the following documentary requirements with such requests submitted **within three (3) months** after the occurrence of a particular calamity or disaster:
  - 2.1 Endorsement of the Regional Director
  - 2.2 Request for Release of Calamity Fund (DPWH-QMSP-16-01, see Annex A)
  - 2.3 Program of Work (POW) using Standard Forms per DPWH Department Order No. 163, Series of 2015 (Standard Forms of Program of Works (POW), and Detailed Unit Price Analysis (DUPA) or latest issuance related hereto)
  - 2.4 Site location Map of the Project (Google Map)

- 2.5 PCDA Form with Captioned and Geotagged Photographs (DPWH-QMSP-16-02, see Annex A)
  - 2.6 Certification that the proposed projects has/have been validated to be damaged by (name of disaster/incident), no other funding has been released and allotted for the same purpose, can be implemented within the validity of the appropriation, consistent and aligned with the Department's mandate and existing policies. (see Annex C)
  - 2.7 Duly approved plan with typical sections and cross section plans together with the summary of Items of Work and quantities supported with quantity calculations for all projects;
  - 2.8 Straight Line Diagram
  - 2.9 Project Information
  - 2.10 Electronic File Copy (.xls for POW and DUPA and PDF for other supporting documents)
3. The RO shall thereafter endorse the program/list of project requests, together with the complete and correct supporting documents, to the Bureau of Maintenance (BOM), copy furnished the Undersecretary for Technical Services and Undersecretary for Regional Operations concerned via electronic mail.
  4. Upon receipt of proposed projects, BOM shall conduct initial evaluation to verify whether the proposed projects are included in the submitted Calamity Damaged Infrastructure Report and shall determine if Post Calamity Damage Assessment (PCDA) is necessary. If PCDA is deemed necessary, the BOM shall undertake the field assessment together with the concerned RO and DEO. Otherwise evaluation shall proceed if the requested projects are qualified for reconstruction or rehabilitation projects.

For qualified proposed projects, BOM shall evaluate using Request for Funding Evaluation Form (DPWH-QMSP-16-26) and prioritized in accordance to Table 5.1 QRF Evaluation Criteria. Qualified projects with the higher points shall be given priority for the QRF using the hereunder criteria. Likewise, BOM shall verify the availability of QRF and subsequently endorse the list of qualified projects to the concerned Undersecretary for Regional Operations for approval copy furnished the Undersecretary for Technical Services.

**Table 5.1 QRF Evaluation Criteria**

DESCRIPTION	POINTS	WEIGHT (%)	SCORE
1. Classification of Damage (Urgency)	40		
Urgency A		100	40
Urgency B		70	28
Urgency C		20	8
2. Nature of Work	30		
Rehabilitation/Reconstruction		100	30
Improvement		80	24
Repair		30	9

DESCRIPTION	POINTS	WEIGHT (%)	SCORE
<b>3. Infrastructure Type</b>	<b>20</b>		
National Bridge		100	20
National Road (whichever is higher)			
Carriageway (incl. paved shoulder)		100	20
Roadside (slope protection, drainage, unpaved shoulder)		40	8
Flood Control		70	14
National Government Owned Building			
DPWH-Owned Building		50	10
Other NGOB Building		30	6
<b>4. Project Cost (PhP)</b>	<b>10</b>		
≤ 5M		100	10
≤ 10M		80	8
≤ 20M		70	7
≤ 50M		50	5
51M and above		30	3
<b>Total</b>	<b>100</b>		

Priority	Score
I	90-100
II	80-89
III	Below 79

Furthermore, if the proposed projects are qualified for calamity fund but cannot be accommodated by the Department's QRF, BOM shall forward the lists to concerned Undersecretary for Regional Operations for his endorsement to the National Disaster Risk Reduction Management Council (NDRRMC) for National Risk Reduction Management Fund (NDRRMF) or to the Planning Service for any available funds of the Department.

In case the proposed projects are not qualified (e.g., new construction and upgrading of earth dike) for release of QRF, the BOM shall return the requests to the concerned RO, copy furnished the Undersecretary for Technical Services and concerned Undersecretary for Regional Operations, with a recommendation that the requested projects may be considered under the regular infrastructure program or any available funds of the Department.

5. Based on the recommendation of the BOM, the Undersecretary for Regional Operations concerned shall prepare a Memorandum to the Finance Service (FS), for signature and approval of the Secretary, endorsing and authorizing release of funds for the approved projects to the concerned Implementing Offices (IO). The released funds shall be obligated within 45 days after receipt of the SAA.
6. The FS shall issue the sub-allotment advices (SAAs) sourced from the QRF to facilitate the release of funds therefrom to the appropriate IOs, subject to existing accounting and auditing rules and regulations, copy furnished the BOM and the concerned Undersecretary for Regional Operations.

7. For Clearing and Emergency Operations:

In cases where budget in the Annual Maintenance Work Program (AMWP) for the Activity No. 401 – Initial Response to Emergencies – Roads, Activity No. 402 – Initial Response to Emergencies – Bridges and Activity No. 41x – Emergency Projects activities had been depleted, fund used for clearing operations may be requested from the QRF of the Department, however preference may be given to the IOs having a higher demand for QRF e.g. DPWH Cordillera Administrative Region (CAR) due to frequent soil/rock collapse, supported with following documents and Certification from the concerned DEO Accountant and approved by the District Engineer, viz:

**For DPWH Equipment/Mechanized Tools and Operator:**

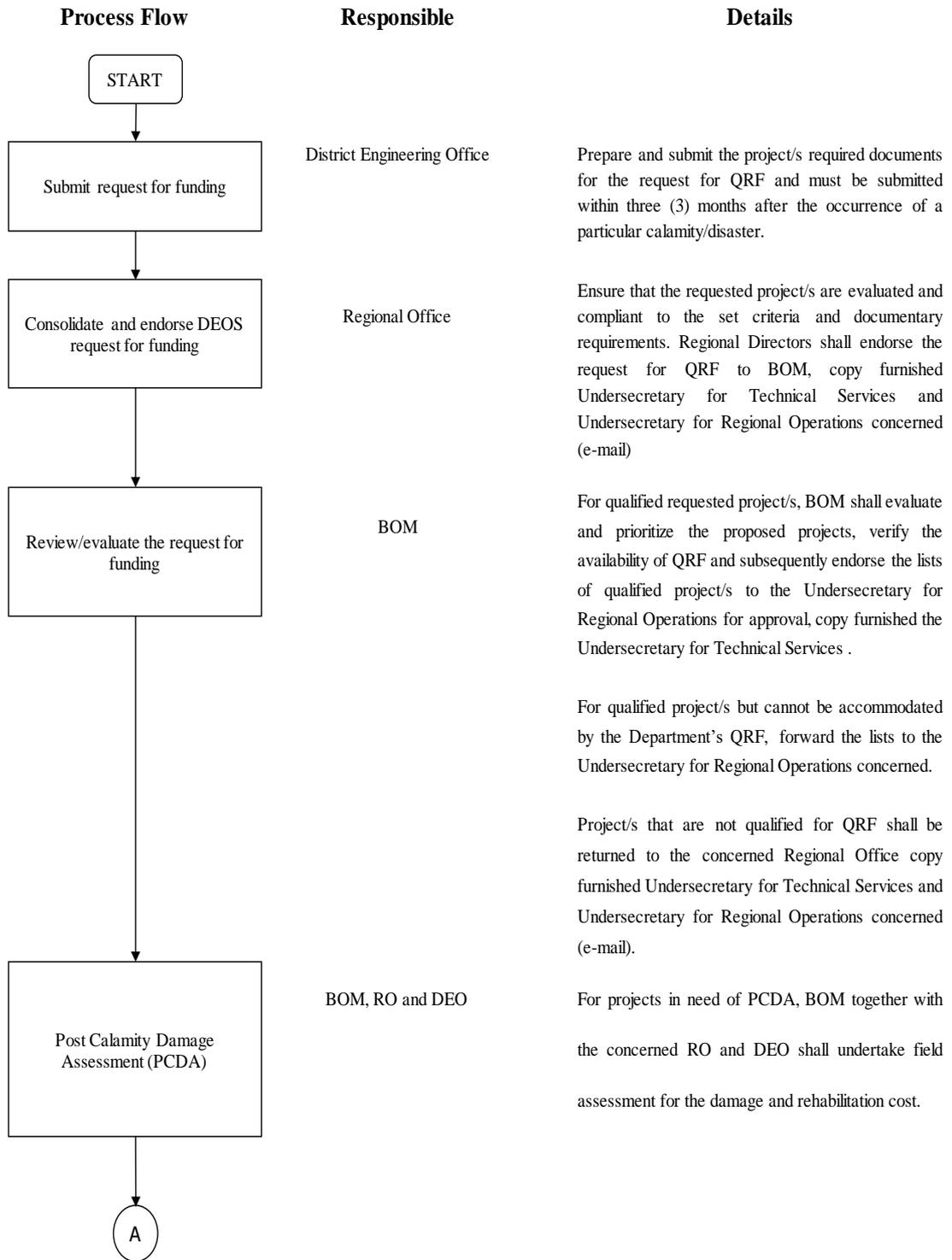
6. Official Business Slip/Directive/Memorandum regarding the Response Operation
7. Attendance sheet
8. Certified true copy of Invoice Receipt of fuel consumption/day/location
9. Accomplishment report/day in cubic meters signed by operator and Point Person
10. Geotagged pictures

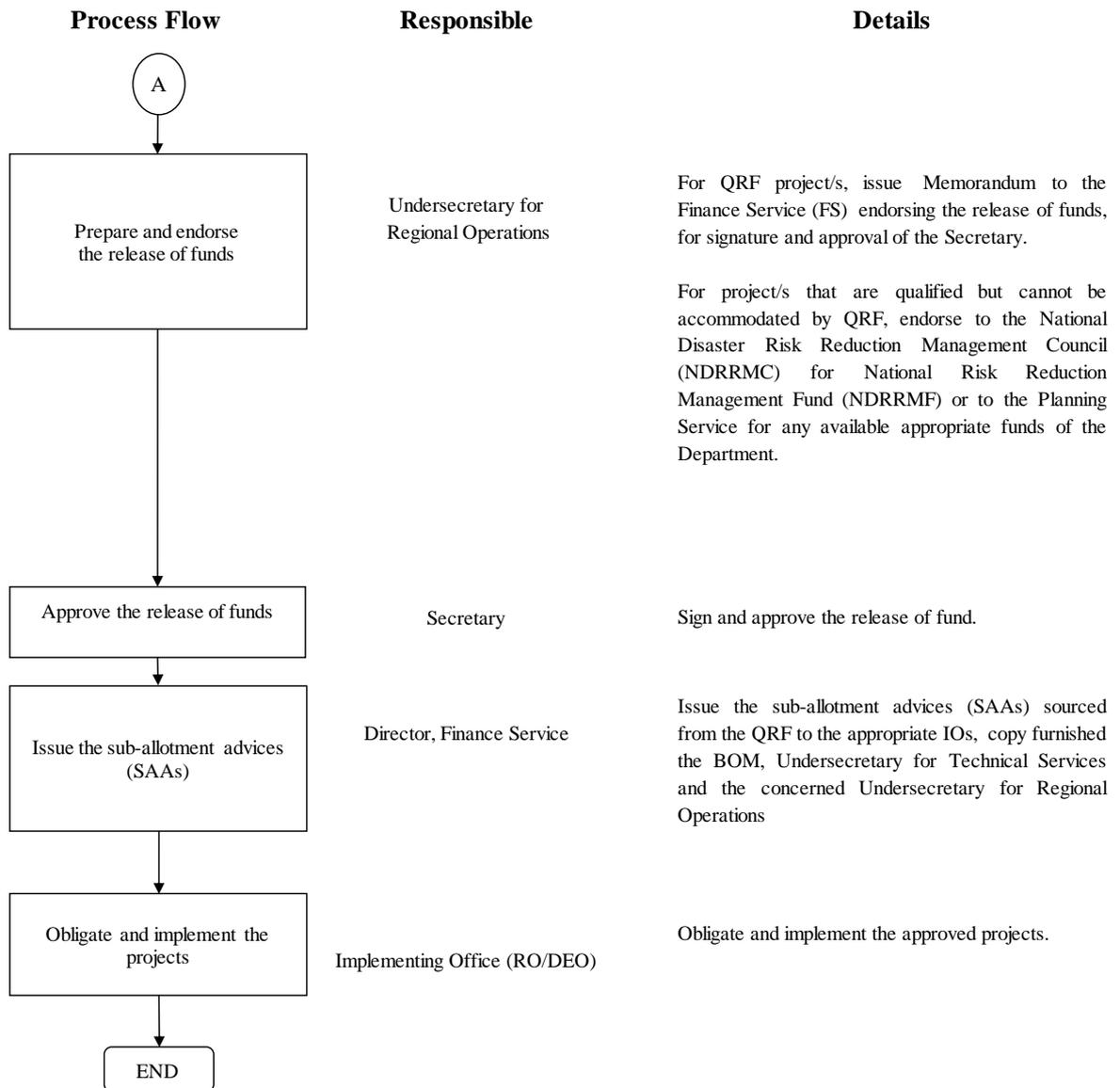
**For non-DPWH Equipment and Operator (Private Partners):**

5. Lease Contract Agreement
6. Certified logbook (equipment and manpower) including number of trips and operational hours
7. Geotagged pictures
8. Certification that no operational/lack or non-availability of equipment during response (signed by the District Engineer)

Routine maintenance activities other than mentioned above are not qualified for funding under QRF. Similarly, damaged infrastructures that are under contracts (construction phase) and under warranty or liability period cannot be funded under the QRF.

Figure 5.1 shall be strictly adhered to avoid duplication of requests submitted to the Central Office and for ease of monitoring the status of requests.





**Figure 5.1 Process Flow of Request for Funding – QRF**

### 5.1.2 National Disaster Risk Reduction Management Fund

NDRRMF is a lump sum fund appropriated under the GAA which shall be allocated for disaster risk reduction or mitigation efforts and activities toward prevention and preparedness, which includes training of personnel, procurement of equipment and capital expenditures. Moreover, this fund can also be used for relief, recovery and reconstruction efforts to address impacts of calamities from two years ago or those which may happen in the current budget year. This fund can be used as augmentation for NGAS when its QRF allocation hits critical level.

In accordance to NDRRMC Memorandum No. 110 Series of 2021, NDRRMF Guidebook, projects that can be granted for NDRRMF access shall satisfies the following conditions:

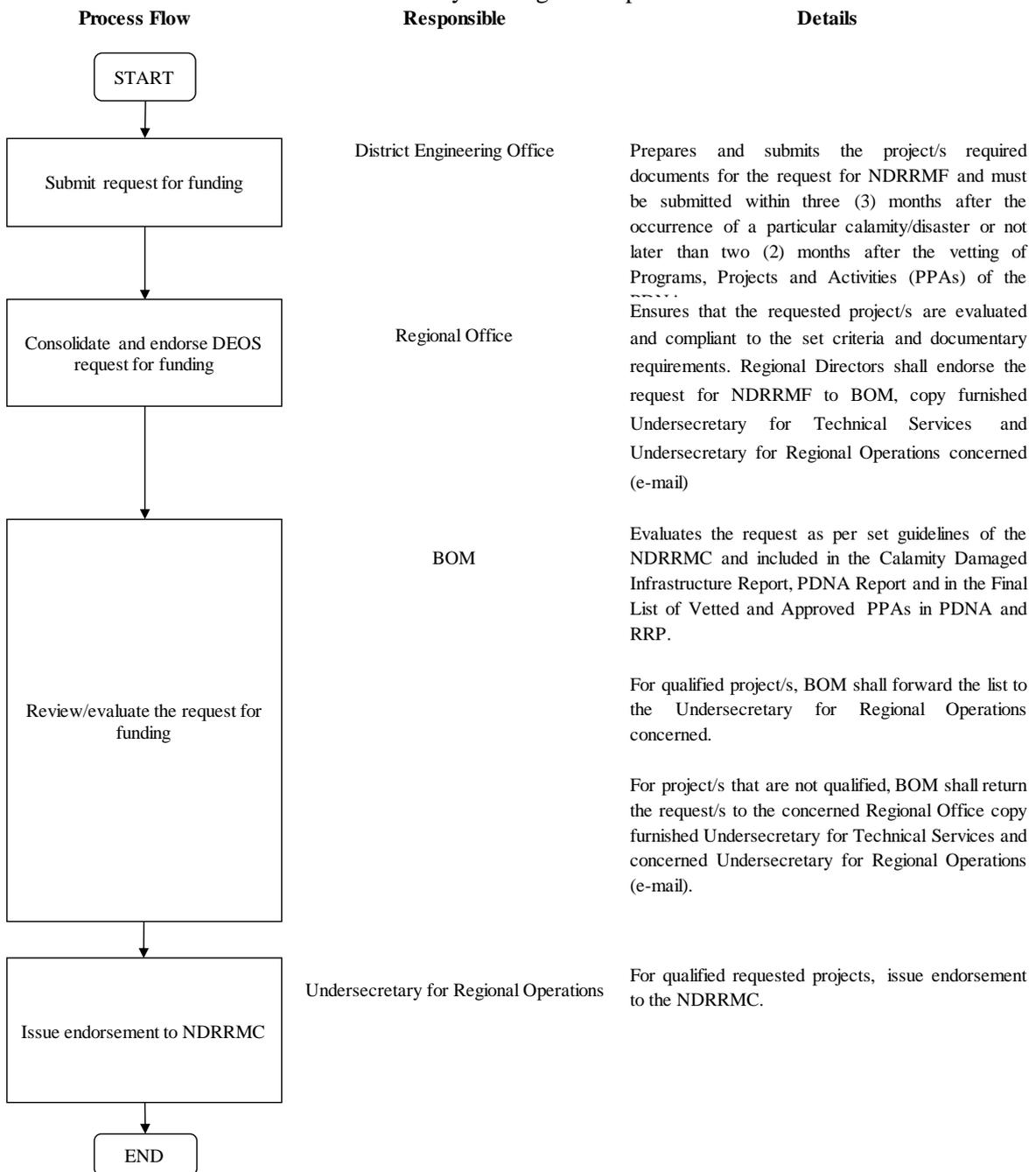
- a. Included in the Menu of Projects
  - Disaster Prevention, Mitigation, and Preparedness Projects
    - Construction of permanent evacuation center
    - Construction of disaster command and operations centers

- Nature-based Solutions (NbS) for Disaster Risk Reduction (DRR)
  - Priority Investment Program of RDRRMC
  - Relief, Early Recovery, and Rehabilitation Projects
    - Quick Response Fund (QRF) augmentation for NGAs
    - Social Protection Assistance
    - Livelihood Support for Early Recovery
    - Agricultural Support for Early Recovery
    - Rehabilitation Works for Existing Infrastructure, 100% Concrete, Damaged, and Not Aggravated by a Disaster
      - Example: flood control, seawall/riverwall/coastal defence, irrigation system, government buildings and facilities such as severely damaged schools, and power, water, and sanitation facilities, and damaged roads except for road upgrading.
- b. Not Classified as a Prohibited Item
- Projects which have pre-existing damage due to poor construction methodology and poor engineering design or failure of the concerned agency or office to conduct preventive maintenance and regular inspection, do reconstruction works, and address developmental needs.
  - Infrastructure rehabilitation works that fall under any of the following conditions:
    - New construction of auxiliary parts of roads and bridges such as slope protection and drainage structures, and other facilities
    - Improvement (including ground improvement) of buildings
    - Concreting of roads
- c. Identified as an R/NDRRMC Priority
- Identified/include in the Post-Disaster Needs Assessment (PDNA) and the Rehabilitation and Recovery Program (RRP).
  - For calamities that did not warrant the conduct of PDNA and RRP, requested projects shall be included in the List of Priority Rehabilitation and Recovery Projects endorsed by the RDRRMC.
  - Programs, Project and Activities (PPAs) which are directly linked to the achievement of the NDRRM Plan outcomes, as may be identified by the NDRRMC and/or proposed in the annual GGA.

Proposed projects that cannot be accommodated by QRF due to insufficient balance, or were already pre-identified or vetted by the implementing offices to be funded under NDRRMF with or without the conduct of PDNA shall secure endorsement from the Central Office and shall adhere to the set of existing guidelines issued under NDRRMC Memorandum No. 110 Series of 2021, NDRRMF Guidebook or latest issuance related hereto by the NDRRMC.

1. The RO shall ensure that all requests are in the menu of projects, not classified as prohibited item and identified as an R/NDRRMC priority, included in the submitted Situational and Calamity Damage Infrastructure Report. Projects that are not eligible for NDRRMF shall be returned to the proponent for their inclusion in their Regular Budget Program (RBP).
2. The proposed projects shall be supported by the documentary requirements under NDRRMC Memorandum No. 110 Series of 2021, NDRRMF Guidebook or latest issuance related hereto. These requests must be submitted not later than three (3) months after the occurrence of a particular calamity or disaster or not later than two (2) months after the vetting of Programs, Projects and Activities (PPAs) of the PDNA.

3. The RO shall thereafter endorse the program/list of project requests, together with the complete and correct supporting documents, to the Bureau of Maintenance (BOM), copy furnished the Undersecretary for Technical Services and Undersecretary for Regional Operations concerned via electronic mail.
4. The BOM shall conduct evaluation to verify whether the proposed projects are included in the submitted Calamity Damaged Infrastructure Report and in the vetted and approved final list of PPAs in the PDNA and RRP. Evaluation shall proceed if the requested projects are deemed qualified. For qualified requested projects, BOM shall forward the list to the Undersecretary for Regional Operations concerned for subsequent endorsement to the NDRRMC. In case the proposed projects are not qualified based on the existing guidelines of the NDRRMC, the BOM shall return the requests to the concerned RO, copy furnished the Undersecretary for Technical Services and concerned Undersecretary for Regional Operations.



**Figure 5.2 Process Flow of Request for Funding – NDRRMF**

## 5.2 Guidelines on the Accomplishment of Request for Release of Calamity Fund (DPWH-QMSP-16-01)

To ensure that the form is duly accomplished, and comprehensive information is provided, the following shall be noted for each item:

**a. Name of Project/Location**

Project name and location stated in the Program of Works

**b. Type of Infrastructure**

Specify the proposed project if “Road”, “Bridge”, “Flood Control” or “National Government Owned Building/NGOB”.

**c. Level of Urgency**

Indicate whether the proposed project falls under Urgency A, B or C:

- **Urgency A** – level of urgency involves emergency response operations and immediate rehabilitation/reconstruction of totally damaged road sections, bridges, flood control structures and buildings to quickly restore mobility and ensure the safety of the affected area.
- **Urgency B** – level of urgency involves repair/rehabilitation/reconstruction of partially damaged road sections, bridges, flood control structures and buildings
- **Urgency C** – level of urgency wherein only minor repair is needed on affected road sections, bridges, flood control structures and buildings

**d. Description of Extent of Damage**

Provide the description of incurred damage as reported in DPWH-QMSP-16-14 together with the actual quantity/dimension of the damaged infrastructure for rehabilitation /repair/reconstruction.

**e. Required Scope of Work**

Specify the actual works to be done as per proposed program of work including the length of project to be rehabilitated/repared/reconstructed.

**f. Programmed Cost**

Amount reflected in the POW for the rehabilitation/reconstruction of damaged infrastructure.

Reconstruction alias Replacement - A grouping of types of work associated with total replacement of an existing infrastructure to equal or better the original design standards.

Restoration alias Rehabilitation - A grouping of types of work which restore structural capacity and performance, and/or enhance safety. These types of work are applicable to infrastructure in poor or bad condition.

**g. Justification**

Indicate the impact, importance and urgency of the proposed project

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**REQUEST FOR RELEASE OF CALAMITY FUND**

DISASTER/INCIDENT NAME : \_\_\_\_\_

As of : \_\_\_\_\_

REGION : \_\_\_\_\_

District Engineering Office : \_\_\_\_\_

NAME OF PROJECT/ LOCATION	TYPE OF INFRASTRUCTURE (Road, Bridge, FC or Building)	LEVEL OF URGENCY (A / B / C)	DESCRIPTION OF EXTENT OF DAMAGE	REQUIRED SCOPE OF WORK	PROGRAMMED COST	JUSTIFICATION
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Inspected by:

Assessed by:

Submitted by:

\_\_\_\_\_  
 Engineer II

\_\_\_\_\_  
 Chief, Maintenance Section

\_\_\_\_\_  
 Chief, Planning Section

\_\_\_\_\_  
 District Engineer

Level of Urgency Guide:

Urgency A – level of urgency involves emergency response operations and immediate rehabilitation/reconstruction of totally damaged road sections, bridges, flood control structures and buildings to quickly restore mobility and ensure the safety of the affected area.

Urgency B – level of urgency involves repair/rehabilitation/reconstruction of partially damaged road sections, bridges, flood control structures and buildings.

Urgency C – level of urgency wherein only minor repair is needed on affected road sections, bridges, flood control structures and buildings.

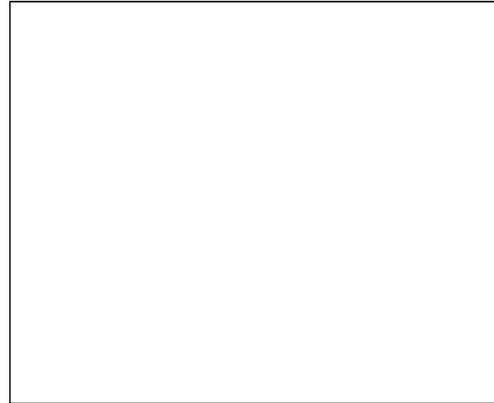
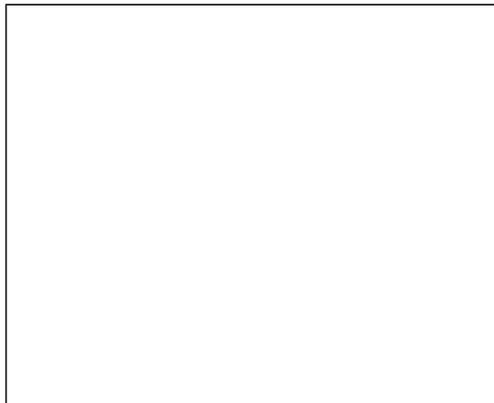


DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**BUREAU OF MAINTENANCE**  
 ADDRESS

**PCDA FORM**  
 with Captioned and Geotagged Photographs

<b>Region/District Office</b>			
<b>Name of Project/Location</b>			
<b>Disaster/Incident Name</b>		<b>Date of Inspection</b>	
<b>Type of Infrastructure</b>			
<b>Description of extent of Damages</b>			
<b>Damage Cost</b>		<b>Programmed Cost</b>	
<b>Level of Urgency</b>			
<b>Scope of Work</b>			
<b>Justification/Recommendation/Remarks</b>			

**PHOTOGRAPHS:**



**Inspected by:**

\_\_\_\_\_  
**NAME**  
 (Position)

\_\_\_\_\_  
**NAME**  
 (Position)

\_\_\_\_\_  
**NAME**  
 (Position)

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**DISTRICT MONTHLY STATUS REPORT ON CALAMITY FUNDED PROJECTS**  
**NAME OF DEO**  
 DISASTER/ INCIDENT NAME: \_\_\_\_\_  
 As of: (mm/dd/yyyy)

REGION:

a. Project Name b. Project ID c. Limits d. Location	Funding Source (QRF and NDRRMF)	Infrastructure Type	Appropriation (Php)	Contractor	Project Timeliness (Date)		Project Accomplishment (%)				Status	a. Contract Cost b. Revised Contract Cost #1 c. Revised Contract Cost #2	Fund Utilization				Remarks
					Start	a. Completion b. Revised #1 c. Revised #2 d. Actual	Planned	Previous	Actual	Slippage			SARO /SAA No. & Date	Disbursement	Balance	Percentage (%)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
1) a. b. c. d.						a. b. c. d.						a. b. c.					
2) a. b. c. d.						a. b. c. d.						a. b. c.					
3) a. b. c. d.						a. b. c. d.						a. b. c.					

\* to be submitted every 25th of the month

Prepared by:

Checked and Reviewed by:

Approved and Submitted by:

\_\_\_\_\_  
 (Designation)

\_\_\_\_\_  
 District Maintenance Engineer

\_\_\_\_\_  
 District Engineer

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**REGIONAL MONTHLY STATUS REPORT ON CALAMITY FUNDED PROJECTS**  
**REGION \_\_\_\_\_**  
 As of: (mm/dd/yyyy)

Incident Name	Implementing Office	a. Project Name b. Project ID c. Limits d. Location	Funding Source (QRF and NDRRMF)	Infrastructure Type	Appropriation (Php)	Contractor	Project Timeliness (Date)		Project Accomplishment (%)				Status	a. Contract Cost b. Revised Contract Cost #1 c. Revised Contract Cost #2	Fund Utilization				Remarks
							Start	a. Completion b. Revised #1 c. Revised #2 d. Actual	Planned	Previous	Actual	Slippage			SARO /SAA No. & Date	Disbursement	Balance	Percentage (%)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
		1) a. b. c. d.						a. b. c. d.						a. b. c.					
		2) a. b. c. d.						a. b. c. d.						a. b. c.					
		3) a. b. c. d.						a. b. c. d.						a. b. c.					

\* to be submitted every 25th of the month

Prepared by:

\_\_\_\_\_  
 (Designation)

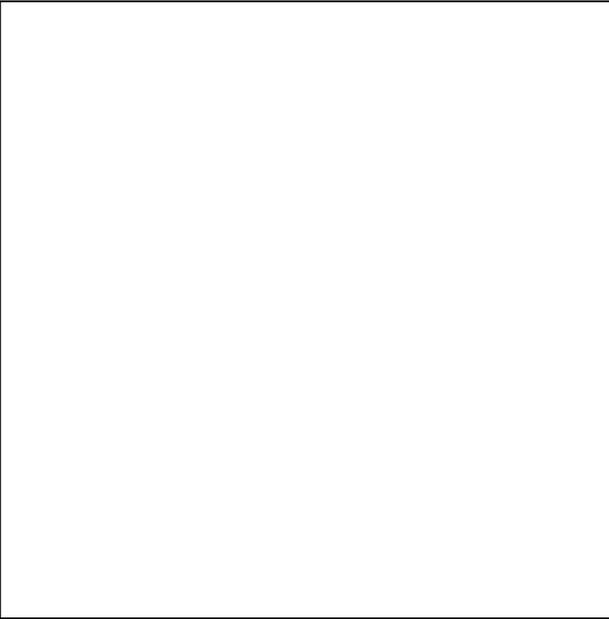
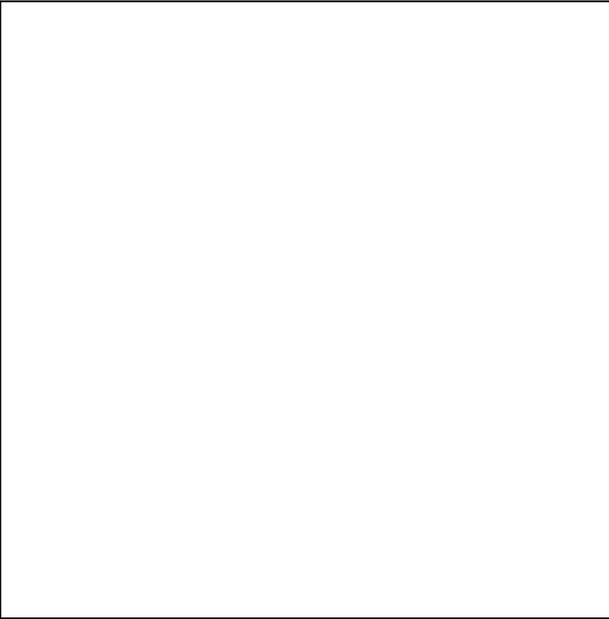
Checked and Reviewed by:

\_\_\_\_\_  
 Regional Maintenance Engineer

Approved and Submitted by:

\_\_\_\_\_  
 Regional Director

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

<b>CALAMITY FUNDED PROJECT PROGRESS PHOTOGRAPHS</b>		
REGION:	Date: <mm/dd/yyyy>	
District Engineering Office:	Contract Cost:	
Project Name:	Location:	
		
<Description>	<Description>	<Description>





**c. MOTOR VEHICLES**

CODE	DESCRIPTION	TOTAL	RO	DEO 1	DEO 2	DEO 3	DEO 4	DEO 5	DEO 6	DEO 7	DEO 8	DEO 9	DEO 10	DEO 11	DEO 12	DEO 13	DEO 14	DEO 15
H1/H1M	SERVICE VEHICLE	0																
H10	MOTORCYCLE	0																
H12	SHUTTLE BUS	0																
	<b>GRAND TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**d. LIGHT EQUIPMENT**

CODE	DESCRIPTION	TOTAL	RO	DEO 1	DEO 2	DEO 3	DEO 4	DEO 5	DEO 6	DEO 7	DEO 8	DEO 9	DEO 10	DEO 11	DEO 12	DEO 13	DEO 14	DEO 15
A1	AIR COMPRESSOR	0																
C3	CONCRETE CUTTER	0																
G1	GENERATOR	0																
J6	TOWER/FLOOD LIGHT	0																
S1	WATER PUMP	0																
T1	CHAINSAW	0																
-	POWER SAW	0																
-	ELECTRIC DRILL	0																
-	BOLT CUTTER	0																
-	BOLOS	0																
-	NYLON ROPE	0																
-	JACKHAMMER	0																
-	SLEDGE HAMMER	0																
-	SHOVEL	0																
-	CHAIN BLOCK	0																
-	CROW BAR	0																
-	LADDER	0																
-	HARNESS	0																
	<INSERT ADDITIONAL ROWS AS NEEDED>	0																
	<b>GRAND TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**LEGEND:**

DEO 1 - <insert name of DEO 1>

DEO 2 - <insert name of DEO 2>

-- --

NOTE: To be submitted every 30th of the month of March, June, September and December

Prepared by:

Checked by:

Submitted by:

<NAME>  
<Logistics Unit Head>

<NAME>  
<Disaster and Incident  
Commander>

<NAME>  
<Head of Office>

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**ACTIVATION REPORT**  
 Disaster and Incident Management Team  
 DISASTER/INCIDENT NAME: \_\_\_\_\_  
 As of: (Date & Time) \_\_\_\_\_

REGION : \_\_\_\_\_  
 District Engineering Office : \_\_\_\_\_

EOC Contact No. : \_\_\_\_\_

Disaster and Incident Management Team Composition	STAFF DUTY OFFICERS AT REGIONAL/DISTRICT EMERGENCY OPERATION CENTER								
	Date	Staff Duty Officer	Position	Contact Number	Blue Alert (8-hour Duty)	Red Alert (24-hour Duty)			
					8:00 AM to 5:00 PM	7:00 AM to 3:00 PM	3:00 PM to 11:00 PM	11:00 PM to 7:00 AM	
(1)	(2)	(3)	(4)	(5)	(6)				
Disaster and Incident Commander Contact No. _____		a. b. c.							
Public Information Officer Contact No. _____		a. b. c.							
Safety Officer Contact No. _____		a. b. c.							
Liaison Officer Contact No. _____		a. b. c.							
Monitoring Unit Head Contact No. _____		a. b. c.							
Logistics Unit Head Contact No. _____		a. b. c.							
Operations Unit Head Contact No. _____		a. b. c.							
Finance/Admin Unit Head Contact No. _____		a. b. c.							

*\*Additional sheet/s may be used, if necessary*

Prepared by: \_\_\_\_\_  
 Staff Duty Officer

Checked by: \_\_\_\_\_  
 Monitoring Unit Head

Submitted by: \_\_\_\_\_  
 Disaster and Incident Commander

Approved by: \_\_\_\_\_  
 Head of Office





**c. MOTOR VEHICLES**

CODE	DESCRIPTION	TOTAL	RO	DEO 1	DEO 2	DEO 3	DEO 4	DEO 5	DEO 6	DEO 7	DEO 8	DEO 9	DEO 10	DEO 11	DEO 12	DEO 13	DEO 14	DEO 15
H1/H1M	SERVICE VEHICLE	0																
H10	MOTORCYCLE	0																
H12	SHUTTLE BUS	0																
<b>GRAND TOTAL</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**d. LIGHT EQUIPMENT**

CODE	DESCRIPTION	TOTAL	RO	DEO 1	DEO 2	DEO 3	DEO 4	DEO 5	DEO 6	DEO 7	DEO 8	DEO 9	DEO 10	DEO 11	DEO 12	DEO 13	DEO 14	DEO 15
A1	AIR COMPRESSOR	0																
C3	CONCRETE CUTTER	0																
G1	GENERATOR	0																
J6	TOWER/FLOOD LIGHT	0																
S1	WATER PUMP	0																
T1	CHAINSAW	0																
-	POWER SAW	0																
-	ELECTRIC DRILL	0																
-	BOLT CUTTER	0																
-	BOLOS	0																
-	NYLON ROPE	0																
-	JACKHAMMER	0																
-	SLEDGE HAMMER	0																
-	SHOVEL	0																
-	CHAIN BLOCK	0																
-	CROW BAR	0																
-	LADDER	0																
-	HARNESS	0																
	<INSERT ADDITIONAL ROWS AS NEEDED>	0																
<b>GRAND TOTAL</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**LEGEND:**

DEO 1 - <insert name of DEO 1>

DEO 2 - <insert name of DEO 2>

-- --

Prepared by:

Checked by:

Submitted by:

<NAME>  
<Staff Duty Officer>

<NAME>  
<Monitoring/Logistics Unit Head>

<NAME>  
<Monitoring/Disaster and Incident  
Commander>

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**SITUATIONAL REPORTS ON NATIONAL ROADS AND BRIDGES**

DISASTER/INCIDENT NAME : \_\_\_\_\_

As of :     (Date & Time)    

**DISTRICT:** \_\_\_\_\_

<b>AFFECTED NATIONAL ROADS AND BRIDGES</b> (Road Section, Bridge Name, Station Limits, Barangay, City/Municipality, Province)	<b>INITIAL DATE OF REPORTING</b>	<b>CONDITION DURING CALAMITY</b> (Passable/ Not Passable/Limited Access)	<b>DESCRIPTION of AFFECTED AREA</b> '<see list of Description>'	<b>ACTION TAKEN and ASSET DEPLOYMENT</b>	<b>a. POINT PERSON b. CONTACT NUMBER</b>	<b>PRESENT CONDITION</b>	<b>REMARKS</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Prepared by:

Reviewed by:

Submitted by:

\_\_\_\_\_  
 (Staff Duty Officer)

\_\_\_\_\_  
 (Monitoring Unit Head)

\_\_\_\_\_  
 (Disaster and Incident Commander)

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

<b>SITREP GEOTAGGED PHOTOGRAPHS</b>		
REGION:		Date: <mm/dd/yyyy>
District Engineering Office		Disaster/Incident Name:
<b><i>Before:</i></b>	<b><i>During:</i></b>	<b><i>After:</i></b>
<b>Location:</b>	<b>Condition/Description:</b>	<b>Actions Taken:</b>



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**BUREAU OF EQUIPMENT**  
 2nd St., Port Area, Manila

**List of Deployed and Augmented Quick Response Assets (QRA)**  
**for <Name of Disaster>**  
 as of <mm/dd/yy>

Office: <insert DISTRICT>

**DEPLOYED QRA**

**a. MANPOWER**

NAME	POSITION/ DESIGNATION	DEPLOYMENT AREA (Barangay, Municipality, Province)
NAME	ENGINEER	Barangay 1, City/Municipality 1, Province 1
NAME	HEAVY EQUIPMENT OP.	Barangay 1, City/Municipality 1, Province 1
NAME	DRIVER	Barangay 1, City/Municipality 1, Province 1
NAME	MAINTENANCE CREW	Barangay 1, City/Municipality 1, Province 1
<INSERT ADDITIONAL ROWS AS NEEDED>		

**b. EQUIPMENT**

DPCN	DESCRIPTION	CATEGORY	DEPLOYMENT AREA (Barangay, Municipality, Province)
H2-1234	DUMP TRUCK	Heavy Equipment	Barangay 1, City/Municipality 1, Province 1
H1-1234	SERVICE VEHICLE	Motor Vehicles	Barangay 1, City/Municipality 1, Province 1
A1-1234	AIR COMPRESSOR	Light Equipment	Barangay 1, City/Municipality 1, Province 1
<INSERT ADDITIONAL ROWS AS NEEDED>			

**AUGMENTED QRA**

**a. MANPOWER**

OFFICE/DEO	NAME	POSITION/ DESIGNATION	DEPLOYMENT AREA (Barangay, Municipality, Province)
DEO 1	NAME	ENGINEER	Barangay 1, City/Municipality 1, Province 1
DEO 2	NAME	HEAVY EQUIPMENT OP.	Barangay 1, City/Municipality 1, Province 1
DEO 3	NAME	DRIVER	Barangay 1, City/Municipality 1, Province 1
DEO 4	NAME	MAINTENANCE CREW	Barangay 1, City/Municipality 1, Province 1
<INSERT ADDITIONAL ROWS AS NEEDED>			

**b. EQUIPMENT**

OFFICE/DEO	DPCN	DESCRIPTION	CATEGORY	DEPLOYMENT AREA (Barangay, Municipality, Province)
DEO 1	H2-1234	DUMP TRUCK	Heavy Equipment	Barangay 1, City/Municipality 1, Province 1
DEO 2	H1-1234	SERVICE VEHICLE	Motor Vehicles	Barangay 1, City/Municipality 1, Province 1
DEO 3	A1-1234	AIR COMPRESSOR	Light Equipment	Barangay 1, City/Municipality 1, Province 1
<INSERT ADDITIONAL ROWS AS NEEDED>				

Prepared by:

Checked by:

Submitted by:

<NAME>  
 <Staff Duty Officer>

<NAME>  
 <Logistics/Monitoring Unit  
 Head>

<NAME>  
 <Monitoring Unit Head/Disaster ar  
 Incident Commander>



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**BUREAU OF EQUIPMENT**  
 2nd St., Port Area, Manila

**Summary of Deployed and Augmented Quick Response Assets (QRA)**  
**for <Name of Disaster>**  
 as of <mm/dd/yy>

Office: \_\_\_\_\_ <insert Region>

**DEPLOYED REGIONAL QRA**

**a. MANPOWER**

OFFICE/ DEO	POSITION/DESIGNATION	No. of Manpower Deployed	DEPLOYMENT AREA (DEO,Barangay, Municipality, Province)
DEO 1	ENGINEER	1	DEO 1, Barangay 1, Town 1, Province 1
	HEAVY EQUIPMENT OP.	1	DEO 1, Barangay 1, Town 1, Province 1
	DRIVER	3	DEO 1, Barangay 1, Town 1, Province 1
	MAINTENANCE CREW	2	DEO 1, Barangay 1, Town 1, Province 1
DEO 2			

**b. HEAVY EQUIPMENT**

OFFICE/ DEO	EQUIPMENT TYPE	No. of Units on Standby	No. of Units Deployed	DEPLOYMENT AREA (DEO,Barangay, Municipality, Province)
DEO 1	DUMP TRUCK	5	1	DEO 1, Barangay 1, Town 1, Province 1
DEO 1	LOADER	2	1	DEO 1, Barangay 1, Town 1, Province 1

**c. MOTOR VEHICLES**

OFFICE/ DEO	EQUIPMENT TYPE	No. of Units on Standby	No. of Units Deployed	DEPLOYMENT AREA (DEO,Barangay, Municipality, Province)
DEO 1	SERVICE VEHICLE	5	1	DEO 1, Barangay 1, Town 1, Province 1
DEO 1	PRIME MOVER W/ TRAILER	2	1	DEO 1, Barangay 1, Town 1, Province 1

**d. LIGHT EQUIPMENT**

OFFICE/ DEO	EQUIPMENT TYPE	No. of Units on Standby	No. of Units Deployed	DEPLOYMENT AREA (DEO,Barangay, Municipality, Province)
DEO 1	AIR COMPRESSOR	5	1	DEO 1, Barangay 1, Town 1, Province 1
DEO 1	CONCRETE CUTTER	2	1	DEO 1, Barangay 1, Town 1, Province 1

**AUGMENTED REGIONAL QRA**

**a. MANPOWER**

RO & DEO	POSITION/DESIGNATION	No. of Manpower Deployed	DEPLOYMENT AREA (DEO, Municipality, Province)
RO 1 & DO 1	ENGINEER	1	DEO, Barangay, Town 1, Province 1,
	HEAVY EQUIPMENT OP.	1	DEO, Barangay, Town 1, Province 1,
	DRIVER	3	DEO, Barangay, Town 1, Province 1,
	MAINTENANCE CREW	2	DEO, Barangay, Town 1, Province 1,
RO 2 & DO 1			

**b. HEAVY EQUIPMENT**

RO & DEO	EQUIPMENT TYPE	No. of Units on Standby	No. of Units Deployed	DEPLOYMENT AREA (DEO, Municipality, Province)
RO 1 & DO 1	DUMP TRUCK	5	1	DEO, Barangay, Town 1, Province 1,

**c. MOTOR VEHICLES**

RO & DEO	EQUIPMENT TYPE	No. of Units on Standby	No. of Units Deployed	DEPLOYMENT AREA (DEO, Municipality, Province)
RO 1 & DO 1	SERVICE VEHICLE	5	1	DEO, Barangay, Town 1, Province 1,
	PRIME MOVER W/ TRAILER			

**d. LIGHT EQUIPMENT**

RO & DEO	EQUIPMENT TYPE	No. of Units on Standby	No. of Units Deployed	DEPLOYMENT AREA (DEO, Municipality, Province)
RO 1 & DO 1	AIR COMPRESSOR	5	1	DEO, Barangay, Town 1, Province 1,
	CONCRETE CUTTER			

Prepared by:

Checked by:

Submitted by:

<NAME>  
<Staff Duty Officer>

<NAME>  
<Logistics/Monitoring Unit Head>

<NAME>  
<Monitoring Unit Head/Disaster and Incident Commander>

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**SUMMARY OF CALAMITY DAMAGED INFRASTRUCTURE REPORT**

DISASTER/INCIDENT NAME : \_\_\_\_\_

As of :     (Date & Time)    

REGION : \_\_\_\_\_

District Engineering Office : \_\_\_\_\_

NAME OF DAMAGED STRUCTURE	LOCATION (Barangay, City/Municipality, Province)	TYPE OF INFRASTRUCTURE (Road, Bridge, Flood Control or NGOB)	CATEGORY OF DAMAGE (Totally or Partially)	LENGTH/ AREA / VOLUME OF DAMAGE	DESCRIPTION OF DAMAGE	DAMAGE COST (Replacement/ Repair Cost)	ESTIMATED NEEDS (Recovery/ Rehabilitation/ Reconstruction Cost )
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**NOTE: To be submitted after 24 hrs for Roads and Bridges; after 3 days for Public Buildings and Flood Control; to be updated every 6 hours.**

Prepared by:

Checked by:

Submitted by:

\_\_\_\_\_  
Staff Duty Officer

\_\_\_\_\_  
Monitoring Unit Head

\_\_\_\_\_  
Disaster and Incident Commander

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**CALAMITY DAMAGED INFRASTRUCTURE REPORT**

DISASTER/INCIDENT NAME : \_\_\_\_\_

As of :     (Date & Time)    

REGION : \_\_\_\_\_

District Engineering Office : \_\_\_\_\_

NAME OF DAMAGED STRUCTURE	LOCATION (Barangay, City/Municipality, Province)	TYPE OF INFRASTRUCTURE (Road, Bridge, Flood Control or NGOB)	CATEGORY OF DAMAGE (Totally or Partially)	LENGTH/AREA/ VOLUME OF DAMAGE	DESCRIPTION OF DAMAGE	DAMAGE COST (FOR TOTALLY)			DAMAGE COST (FOR PARTIALLY DAMAGE)	
						Acquisition/ Construction Cost	Depreciation Cost	Replacement Cost	Unit Cost	Repair Cost
(1)	(2)	(3)	(4)	(5)	(6)	(7a)	(7b)	(7a)-(7b)	(8a)	(5) x (8a)
						Totally Damage Cost			Partial Damage Cost	

**NOTE: To be submitted after 24 hrs for Roads and Bridges; after 3 days for Public Buildings and Flood Control; to be updated every 6 hours**

Prepared by:

Checked and Submitted by:

\_\_\_\_\_  
 Engineer

\_\_\_\_\_  
 Monitoring Unit Head

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**LOSSES**

DISASTER/INCIDENT NAME : \_\_\_\_\_

As of :     (Date & Time)    

**REGION :** \_\_\_\_\_

**District Engineering Office :** \_\_\_\_\_

<b>SOURCES OF LOSSES</b> (Unexpected Expenditures)	<b>LOCATION</b> (Name and Station of Road/Bridge/Flood Control/NGOB, Barangay, City/Municipality, Province)	<b>A MOUNT OF LOSSES</b> (PhP)	<b>REMARKS</b>
(1)	(2)	(3)	(4)

Prepared by:

Submitted by:

\_\_\_\_\_  
 Monitoring Unit Head

\_\_\_\_\_  
 Disaster and Incident Commander

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**SUMMARY OF POST CALAMITY DAMAGED ASSESSMENT**

DISASTER/INCIDENT NAME : \_\_\_\_\_

Date of Assessment : \_\_\_\_\_

Region \_\_\_\_\_

NAME OF DEO	NAME OF PROJECT/LOCATION	TYPE OF INFRASTRUCTURE (Road, Bridge, FC or NGOB)	DESCRIPTION OF EXTENT OF DAMAGE	DAMAGE COST	PROGRAMMED COST (Rehabilitation /Reconstruction)	SCOPE OF WORK	LEVEL OF URGENCY (A/B/C)	JUSTIFICATION
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Prepared by:

\_\_\_\_\_  
 Name and Position

\_\_\_\_\_  
 Name and Position

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
 POST CALAMITY DAMAGE ASSESSMENT  
 DISASTER/INCIDENT NAME : \_\_\_\_\_  
 Date of Assessment : \_\_\_\_\_

DPWH-QMSP-16-19-Rev00

Region \_\_\_\_\_

NAME OF DEO	NAME OF PROJECT/LOCATION	TYPE OF INFRASTRUCTURE (Road, Bridge, FC or NGOB)	DESCRIPTION OF DAMAGE	LENGTH/AREA/ VOLUME OF DAMAGE	DAMAGE CATEGORY (Totally/Partially)	DAMAGE COST (FOR TOTALLY)			DAMAGE COST (FOR PARTIALLY DAMAGE)		PROGRAMMED COST (Rehabilitation /Reconstruction)	SCOPE OF WORK	LEVEL OF URGENCY (A/B/C)	RECOMMENDATION/ JUSTIFICATION/ REMARKS
						Acquisition/ Construction Cost	Depreciation Cost	Replacement Cost	Unit Cost	Repair Cost				
(1)	(2)	(3)	(4)	(5)	(6)	(7a)	(7b)	(7a)-(7b)	(8a)	(5) x (8a)	(9)	(10)	(11)	(12)
						Totally Damage Cost			Partial Damage Cost					

Prepared by:

\_\_\_\_\_  
Name and Position

\_\_\_\_\_  
Name and Position



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
(Regional Office)  
(Address)

**POST DISASTER/INCIDENT REPORT**  
**“(NAME OF DISASTER/INCIDENT)”**  
As of (month dd,yyyy)

**A. DEPLOYED/AUGMENTED QUICK RESPONSE ASSETS**

DISTRICT	DEPLOYED			
	EQUIPMENT			MANPOWER
	HEAVY EQUIPMENT	MOTOR VEHICLES	LIGHT EQUIPMENT	
DEO 1				
DEO 2				
DEO 3				
<b>TOTAL</b>				

DISTRICT	AUGMENTED			
	EQUIPMENT			MANPOWER
	HEAVY EQUIPMENT	MOTOR VEHICLES	LIGHT EQUIPMENT	
DEO 1				
DEO 2				
DEO 3				
<b>TOTAL</b>				

**B. ACTIONS TAKEN**

Preparedness

- (Actions Taken)
- (Actions Taken)
- (Actions Taken)

Response

- (Actions Taken)
- (Actions Taken)
- (Actions Taken)

## C. AFFECTED ROAD SECTIONS

DISTRICT	NO. OF CLOSED ROAD SECTIONS					As of (month dd, yyyy)	
	(Day I)	(Day I+1)	(Day I+2)	(Day I+N)	TOTAL	No. of Cleared Road Section	No. of Remaining Closed Road Section
DEO 1							
DEO 2							
DEO 3							
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## D. DAMAGE AND REHABILITATION/RECONSTRUCTION COSTS

## • DAMAGE COST

DISTRICT	ROADS		BRIDGE		FLOOD CONTROL		NATIONAL GOVERNMENT OWNED BUILDING		TOTAL P(M)
	NO.	COST P(M)	NO.	COST P(M)	NO.	COST P(M)	NO.	COST P(M)	
DEO 1									
DEO 2									
DEO 3									
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>

## • REHABILITATION/RECONSTRUCTION COSTS

DISTRICT	ROADS		BRIDGE		FLOOD CONTROL		NATIONAL GOVERNMENT OWNED BUILDING		TOTAL P(M)
	NO.	COST P(M)	NO.	COST P(M)	NO.	COST P(M)	NO.	COST P(M)	
DEO 1									
DEO 2									
DEO 3									
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>

**E. LOSSES**

<b>DISTRICT</b>	<b>LOSSES (PhP)</b>	<b>REMARKS</b>
DEO 1		
DEO 2		
DEO 3		
<b>TOTAL</b>		

**F. PHOTOGRAPH**

Captioned and geotagged photographs for the following:

- Action Taken
- Deployed Assets
- Affected Road Sections
- Damaged Infrastructures

Prepared by:

Submitted by:

**(Name & Signature)**  
Monitoring Unit Head

**(Name & Signature)**  
Disaster and Incident Commander

Approved by:

**(Name & Signature)**  
Head of Office

DPWH-QMSP-16-21-Rev00



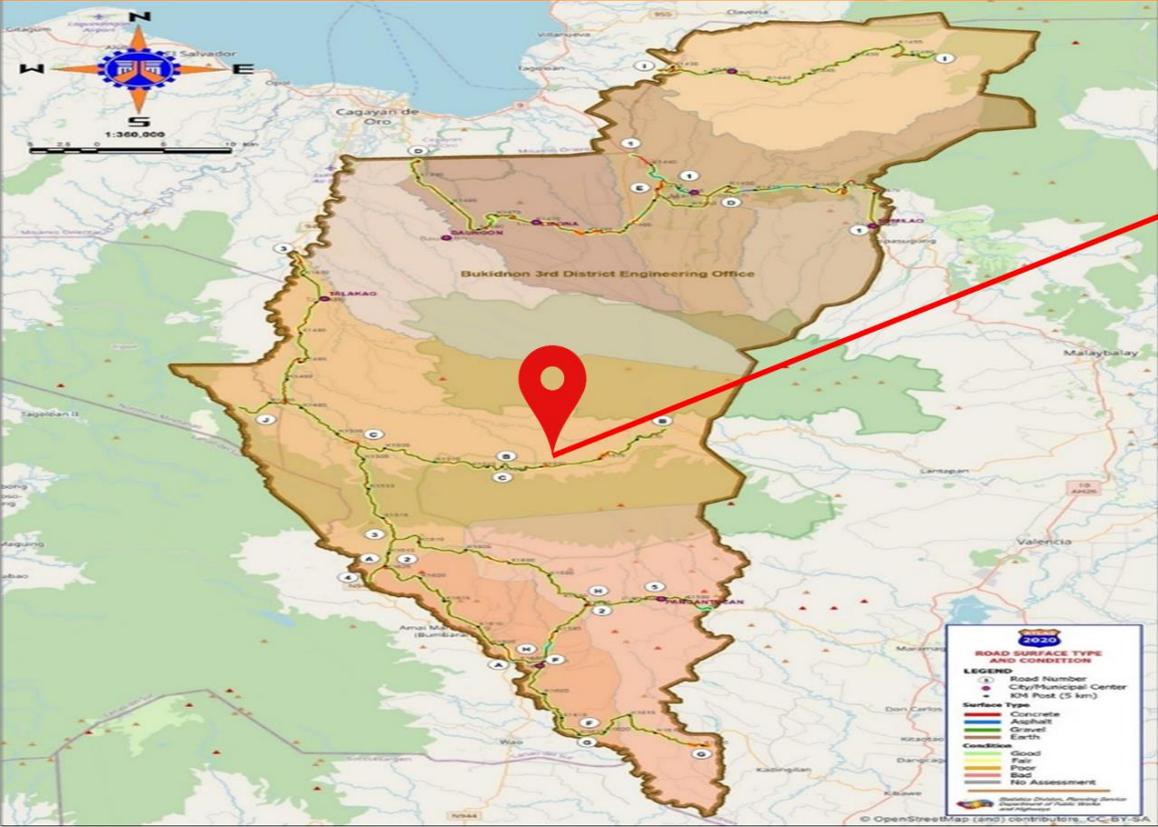
Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
<DISTRICT ENGINEERING OFFICE>  
<Office Address>

# Prepositioned Quick Response Assets

As of <Date>

# <DISTRICT OFFICE> Prepositioned Quick Response Asset (QRA)

DPWH-QMSP-16-21-Rev00



- <Location(Road Name, Station, Address)>
- <Type and number of Equipment>
- <Manpower (Position and number)>

DPWH-QMSP-16-22-Rev00



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

<REGIONAL OFFICE>

<Office Address>

# Summary of Prepositioned Quick Response Assets

As of <Date>

# <REGIONAL OFFICE>

DPWH-QMSP-16-22-Rev00

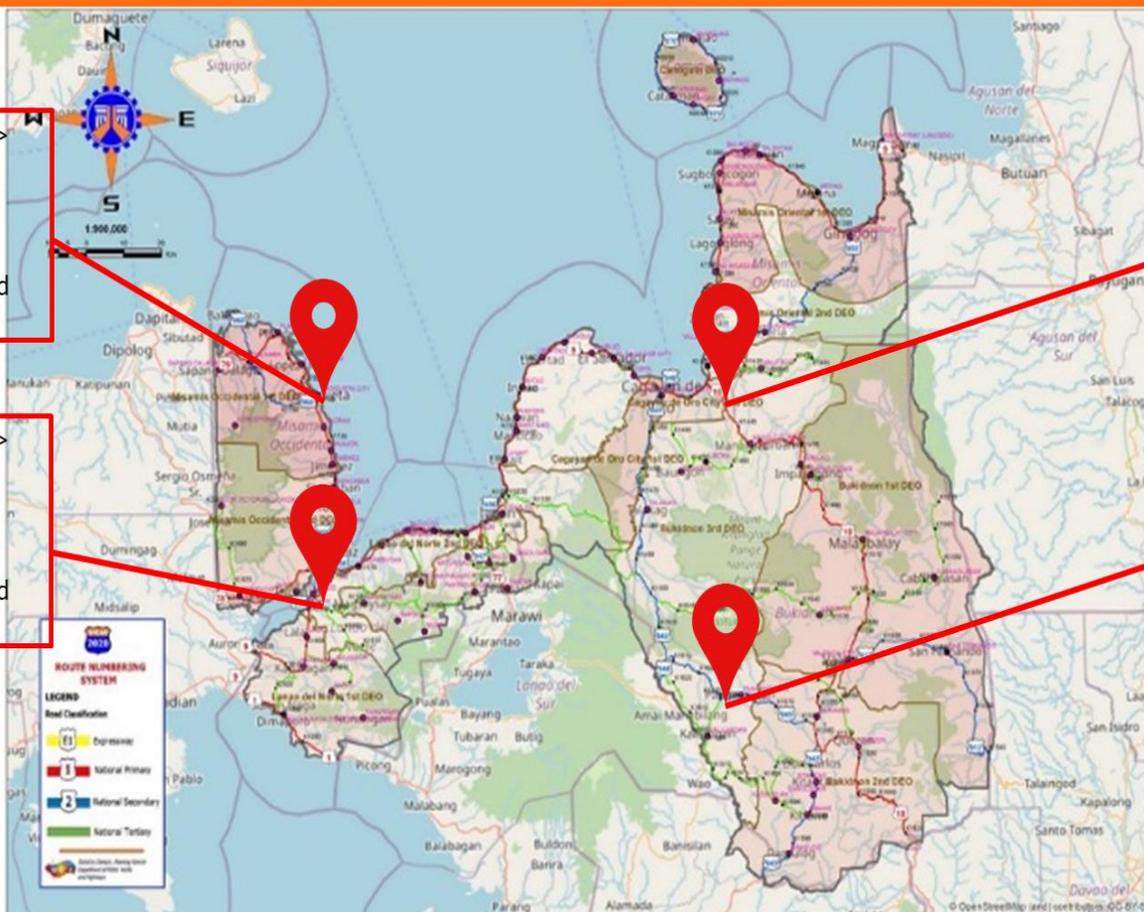
## Summary of Prepositioned Quick Response Asset (QRA)

- <Implementing Office 2>
- <Location(Road Name, Station, Address)>
- <Type and number of Equipment>
- <Manpower (Position and number)>

- <Implementing Office 4>
- <Location(Road Name, Station, Address)>
- <Type and number of Equipment>
- <Manpower (Position and number)>

- <Implementing Office 1>
- <Location(Road Name, Station, Address)>
- <Type and number of Equipment>
- <Manpower (Position and number)>

- <Implementing Office 3>
- <Location(Road Name, Station, Address)>
- <Type and number of Equipment>
- <Manpower (Position and number)>





Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
[Regional Office]

DPWH-QMSP-16-23-Rev00

# DISASTER/INCIDENT **"NAME"**

DOST PAGASA HIMAWARI-8 IR1 December 13, 2017, 10:30 pm PHT

## Updates on the Status of National Roads and Bridges

month dd, yyyy  
as of hh:mm AM/PM



# Region

\_\_\_\_\_ (\_\_\_\_\_) road section/s is/are closed to traffic due to [soil collapse, road cut, flooding, etc.]

[Name of District Engineering Office]

[Road Section, Bridge Name, Station Limits]

**Location:** Barangay, [City/Municipality], [Province]

**Situation:** Not Passable due to [Soil Collapse, etc.]

**Actions Taken:** [Warning signs installed/on-going clearing operations, etc.]

**Alternate Route:** [Road Name]

[Name of District Engineering Office]

[Road Name]

a. [Station Limits], [Barangay],[City/Municipality], [Province]

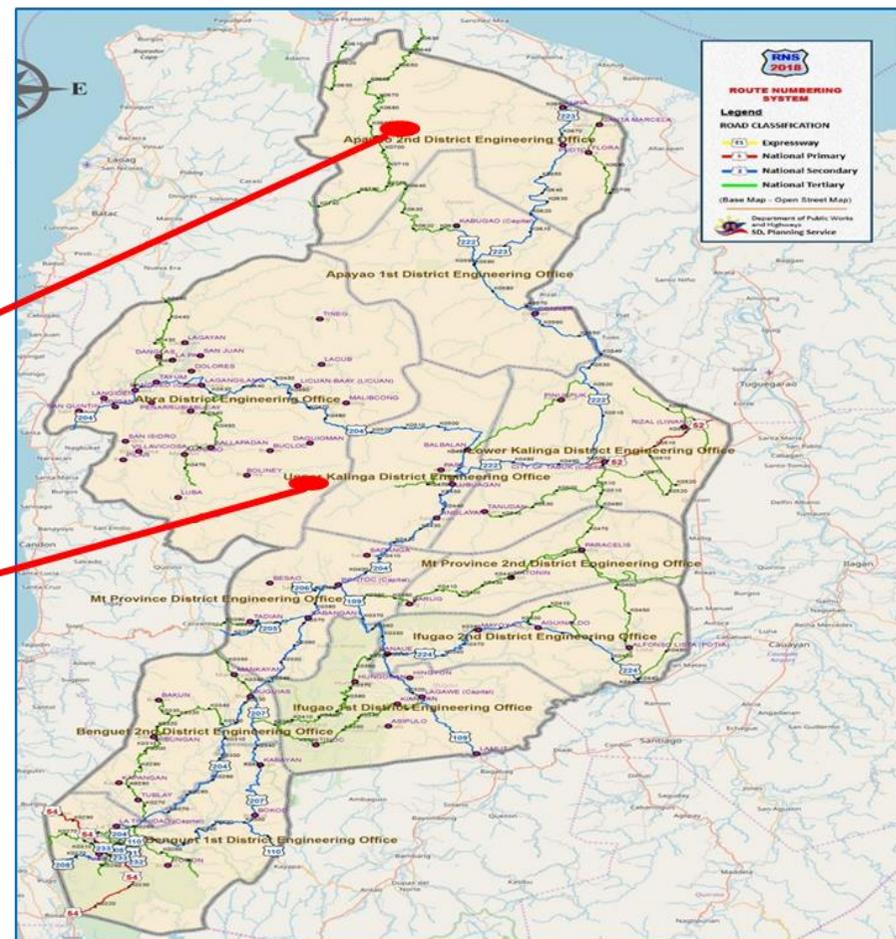
b. [Station Limits], [Barangay],[City/Municipality], [Province]

c. [Station Limits], [Barangay],[City/Municipality], [Province]

**Situation:** Not Passable due to [series of landslides, etc.]

**Actions Taken:** [Warning signs installed]

**Alternate Route:** [Road Name]





**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**Bureau of Maintenance**  
**SUMMARY OF CALAMITY FUNDED PROJECTS VALIDATION**  
 Date of Inspection :  (month dd, yyyy)

(Regional Office)

Implementing Office	Project ID	Project Name	Locations	Locations	Type of Infrastructure	Project Accomplishment (%) as of <u>month dd yyyy</u>			Contract Cost	Status	Findings/Observation	Recommendation
						Planned	Actual	Slippage				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Prepared by:

(  Name  )  
 (Position)  
 BOM Representative

(  Name  )  
 (Position)  
 Regional Representative



DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**BUREAU OF MAINTENANCE**  
 2nd St., Port Area, Manila

DPWH-QMSP-16-25-Rev00

**CALAMITY FUNDED PROJECTS VALIDATION FORM**  
 with Captioned and Geotagged Photographs  
*(Disaster Name)*

Region/District Office			
Project ID		Contract Cost	
Name of Project			
Location		Date of Inspection	
Type of Infrastructure		Status	
Findings/Observation			

**PHOTOGRAPHS:**


**Inspected by:**

\_\_\_\_\_  
*(Name)*  
*(Position)*  
 BOM Representative

\_\_\_\_\_  
*(Name)*  
*(Position)*  
 Regional Representative

\_\_\_\_\_  
*(Name)*  
*(Position)*  
 District Representative



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BUREAU OF MAINTENANCE**  
2nd Street, Port Area, Manila

**REQUEST FOR FUNDING EVALUATION FORM**  
**Calamity Fund (QRF/ NDRRMF)**

Date : \_\_\_\_\_ Transaction Code : \_\_\_\_\_  
 Region : \_\_\_\_\_ Disaster/Incident Name : \_\_\_\_\_  
 Implementing Office : \_\_\_\_\_  
 Name of Project : \_\_\_\_\_  
 Requested Amount : \_\_\_\_\_  
 Location : \_\_\_\_\_

**1. Infrastructure Category:**

- Flood Control
- Road
  - Carriageway (incl. paved shoulder)
  - Roadside ( slope protection, drainage, unpaved shoulder)
- Bridge
- National Government Office Building
- Others, please specify; \_\_\_\_\_

**2. Project Nature of Work**

- Rehabilitation
- Rehabilitation with improvement
- Repair
- Reconstruction
- Reconstruction with improvement
- Clearing/Emergency Operations
- Construction

**3. Level of Urgency**

- Urgency A
- Urgency B
- Urgency C

**4. Documentation**

a. The project is included in the following database/report		Remarks
<input type="checkbox"/>	Calamity Damaged Infrastructure Report	
<input type="checkbox"/>	Post Calamity Damage Assessment (PCDA)	
<input type="checkbox"/>	Post Disaster Needs Assessment (PDNA) Report	
<input type="checkbox"/>	Programs, Projects and Activities (PPAs) in Rehabilitation and Recovery Program (RRP)	
b. Documentary Requirements		Remarks
<input type="checkbox"/>	Endorsement of the Regional Director	
<input type="checkbox"/>	Request for Release of Calamity Fund (DPWH-QMSP-16-01-Rev01)	
<input type="checkbox"/>	Program of Works (POW) and Detailed Estimate with Unit Price Analysis (DUPA) (DO 163 S 2015 or latest issuance related)	
<input type="checkbox"/>	Site Location Map of the Project (Google Map)	
<input type="checkbox"/>	Captioned and Geotagged Pictures with timestamp (X and Y Coordinates ) (DPWH-QMSP-16-05-Rev01)	
<input type="checkbox"/>	Certification that the proposed projects has/have been validated to be damaged by (name of disaster/incident), no other funding has been released and allotted for the same purpose, can be implemented within the validity of the appropriation, consistent and aligned with the Department's mandate and existing policies	
<input type="checkbox"/>	Duly approved plan with typical sections and cross section plans	
<input type="checkbox"/>	Straight Line Diagram (Bar Chart)	
<input type="checkbox"/>	Project Information	
<input type="checkbox"/>	Certificate for disaster-related activities in AMWP has been depleted <i>(for Clearing and Emergency Operations Only)</i>	
<input type="checkbox"/>	Attachments for DPWH Equipment/Mechanized Tools and Operator <i>(for Clearing and Emergency Operations Only)</i>	
<input type="checkbox"/>	Attachments for non- DPWH Equipment/Mechanized Tools and Operator (Private Partner) <i>(for Clearing and Emergency Operations Only)</i>	
<input type="checkbox"/>	E-file (Excel form for POW/DUPA) and scanned copy of supporting docs	

**c. Cost Evaluation**

PARTICULARS	COST COMPARISON	
	As Submitted	As Evaluated
Total Direct Cost (LEM)		
OCM		
Contractor's Profit		
VAT		
EAO		
TOTAL		
	<i>say P</i>	- P

**RECOMMENDATION:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluated by : \_\_\_\_\_ (signature)  
 Name and Position

Earthquake Quick Response Program (EQRP) Form

<b>EQRP Rapid Evaluation Safety Assessment Form</b>		<b>Control</b>		
No. _____				
<b>Inspection</b>				
Inspection ID: _____ Inspection date and time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM				
Affiliation: _____ Areas inspected: <input type="checkbox"/> Exterior only <input type="checkbox"/> Exterior & Interior				
<b>Building Description</b>		<b>Type of Construction</b>		
Building name: _____		<input type="checkbox"/> Wood frame <input type="checkbox"/> Concrete shear wall		
Address: _____		<input type="checkbox"/> Steel frame <input type="checkbox"/> Unreinforced masonry		
_____		<input type="checkbox"/> Tilt-up concrete <input type="checkbox"/> Reinforced masonry		
Building contact/phone: _____		<input type="checkbox"/> Concrete frame <input type="checkbox"/> Other: _____		
Number of stories above ground: _____ below ground _____		<b>Primary Occupancy</b>		
Approx. "Footprint area" (square meters): _____		<input type="checkbox"/> Dwelling <input type="checkbox"/> Industrial		
Number of Commercial units: _____		<input type="checkbox"/> Other residential <input type="checkbox"/> Government		
		<input type="checkbox"/> Public assembly <input type="checkbox"/> Historic		
		<input type="checkbox"/> Emergency services <input type="checkbox"/> School		
		<input type="checkbox"/> Commercial <input type="checkbox"/> Storage		
		<input type="checkbox"/> Offices <input type="checkbox"/> Other: _____		
<b>Evaluation</b>		<b>Estimate Building Damage</b> (excluding contents)		
Investigate the building for the conditions below and check the appropriate column.				
There is room on page for a sketch.				
<b>Observed Conditions</b>				
<b>Severe</b>				
	<b>None</b>	<b>Minor</b>	<b>Moderate</b>	<b>Severe</b>
Collapse, partial collapse, or building off foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Racking damage to walls, other structural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chimney, parapet, or other falling hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground slope movement or cracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____				
Comments _____		<input type="checkbox"/> None		
_____		<input type="checkbox"/> 0-1%		
_____		<input type="checkbox"/> 1-10%		
_____		<input type="checkbox"/> 10-30%		
_____		<input type="checkbox"/> 30-60%		
_____		<input type="checkbox"/> 60-100%		
_____		<input type="checkbox"/> 100%		
<b>Posting</b>				
If there is an existing posting from a previous evaluation, check the appropriate box.				
Previous posting: <input type="checkbox"/> INSPECTED <input type="checkbox"/> RESTRICTED USE <input type="checkbox"/> OFF LIMITS Inspector ID _____ Date: _____				
If necessary, revise the posting based on the new evaluation and team judgement. <i>Severe</i> conditions endangering the overall building are ground for an Off Limits posting. Local <i>Severe</i> and overall <i>Moderate</i> conditions may allow a Restricted use posting. Indicate the current posting below:				
<input type="checkbox"/> INSPECTED (Green placard) <input type="checkbox"/> RESTRICTED USE (Yellow placard) <input type="checkbox"/> OFF LIMITS (Red placard)				

**Rapid Visual Screening of Buildings for Potential Seismic Hazards  
(FEMA-154 Data Collection Form)**

Rapid Visual Screening of Building for Potential Seismic Hazards

FEMA-154 Data Collection Form

**HIGH Seismicity**

	Address: _____ _____ ZIP _____ Other Identifiers _____ No.Stories _____ Year Built _____ Screener _____ Date _____ Total Floor Area (sq.m) _____ Building Name _____ Use _____
--	--

OCCUPANCY				SOIL TYPE						FALLING HAZARDS			
Assembly	Govt.	Office	Number of Persons 0-10    11-100 101-1000    1000+	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	Historic	Residential		Hard Rock	Avg. Rock	Dense Soil	Stiff Soil	Soft Soil	Poor Soil	Unreinforced Chimneys	Parapets	Cladding	Other
Emer. Services	Industrial	School											

BASIC SCORE, MODIFIERS, AND FINAL SCORE,S																
BUILDING TYPE	W1	W2	S1	S2	S3	S4	S5	C1	C2	C3	PC1	PC2	RM1	RM2	URM	
			(MRF)	(BR)	(LM)	(RC,SW)	(URMINF)	(MRF)	(SW)	(URMINF)	(TU)		(FD)	(RD)		
Basic Score	4.4	3.8	2.8	3.0	3.2	2.8	2.0	2.5	2.8	1.8	2.8	2.4	2.8	2.8	1.8	
Mid Rise (4 to 7 stories)	N/A	N/A	0.2	0.4	N/A	0.4	0.4	0.4	0.4	0.2	N/A	0.2	0.4	0.4	0.0	
High Rise (> 7 stories)	N/A	N/A	0.6	0.8	N/A	0.8	0.8	0.6	0.8	0.3	N/A	0.4	N/A	0.6	N/A	
Vertical Irregularity	-2.5	-2.0	-1.0	-1.5	N/A	-1.0	-1.0	-1.5	-1.0	-1.0	N/A	-1.0	-1.0	-1.0	-1.0	
Plan Irregularity	-0.5	-0.5	-0.5	-0.5	-0.5	-0.5	-0.5	-0.5	-0.5	-0.5	-0.5	-0.5	-0.5	-0.5	-0.5	
Pre-Code (1972)	0.0	-1.0	-1.0	-0.8	-0.6	-0.8	-0.2	-1.2	-1.0	-0.2	-0.8	-0.8	-1.0	-0.8	-0.2	
Post Benchmark (1992)	2.4	2.4	1.4	1.4	N/A	1.6	N/A	1.4	2.4	N/A	2.4	N/A	2.8	2.6	N/A	
Soil Type C	0.0	-0.4	-0.4	-0.4	-0.4	-0.4	-0.4	-0.4	-0.4	-0.4	-0.4	-0.4	-0.4	-0.4	-0.4	
Soil Type D	0.0	-0.8	-0.6	-0.6	-0.6	-0.6	-0.4	-0.6	-0.6	-0.4	-0.6	-0.6	-0.6	-0.6	-0.6	
Soil Type E	0.0	-0.8	-1.2	-1.2	-1.0	-1.2	-0.8	-1.2	-0.8	-0.8	-0.4	-1.2	-0.4	-0.6	-0.8	

FINAL SCORE,S														
COMMENTS														DETAILED Evaluation Required  YES    NO

\*=Estimated, subjective, unreliable data  
 DNK=Do Not Know  
 \* Use 1972 and 1992 for Pre-Code and Post Benchmark year basis

BR	Braced Frame	MRF	Moment Resisting Frame	SW	Shear Wall
FD	Flexible Diaphragm	RC	Reinforced Concrete	TU	Tilt Up
LM	Light Metal	RD	Rigid Diaphragm	URMINF	

**Seismic Vulnerability Rating of Building Form  
(DPWH-BOD-BD-QMSF-11)**

	<b>Department of Public Works and Highways</b> <b>Bureau of Design</b> <b>BUILDINGS DIVISION</b>		Issue Date:	<i>March 14, 2018</i>
	<b>SEISMIC VULNERABILITY RATING OF BUILDINGS</b>		Doc. Code:	DPWH-BOD-BD-QMSF-11
			Revision No.:	0
			Page No.:	1 of 1
Building Name:	SCE-1	Year Built:	2001	
Location:	De Castro Elem. School - Everlasting St. De Castro Subd. Sta. Lucia, Pasig City			
<b>CRITERIA FOR PRIORITIZATION OF PUBLIC BUILDINGS FOR INSPECTION (EARTHQUAKE RISK ASSESSMENT)</b>				
<b>1. PROXIMITY :</b>			<b>PR SCORE</b>	
Proximity Rating (PR) :				Pts.
less than 2 km from the fault	2 - 5 km from the fault	greater than 5km from the fault		
30	20	10		
<b>2. OCCUPANCY :</b>			<b>OR SCORE</b>	
Occupancy Rating (OR) :				Pts.
Hospitals and Emergency Treatment Areas, Evacuation Centers, Public School Buildings				
30				
Power and Communication Related Buildings, Fire and Police Stations, Aviation Control Towers, Emergency Command Centers				
25				
Other Public Buildings				
10				
<b>3. CONSTRUCTION DATE :</b>			<b>CDR SCORE</b>	
Construction Date Rating (CDR) :				Pts.
before the year 1992	between year 1992 to 2010	after the year 2010		
20	15	10		
<b>4. BUILDING HEIGHT :</b>			<b>BHR SCORE</b>	
Building Height Rating (BHR) :				Pts.
low-rise (1-3 stories)	mid-rise (4-7 stories)	high-rise (greater than 7 stories)		
20	15	10		
<b>TOTAL SEISMIC RATING: (PR + OR + CDR + BHR)</b>				Pts.
<b>NOTE: 1.) The higher the total seismic rating, the higher prioritization/ranking for inspection of the building</b> <b>2.) For buildings located on known fault lines shall be recommended for demolition</b>				
<b>PRIORITIZATION RANKING</b>				
<b>NOTES / REMARKS:</b>				
<b>RATED BY (NAME &amp; SIGNATURE):</b>			<b>DATE</b>	



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
(DEO)  
(Address)

Date: \_\_\_\_\_

## CERTIFICATION

This is to certify that the hereunder projects with a total estimated amount of ₱ \_\_\_\_\_, being requested for funding through our request dated \_\_\_\_\_ has/have been validated to be actually damaged by \_\_\_\_\_ (name of disaster/incident), on \_\_\_\_\_ (date), no other funding has been released for the same purpose, can be implemented within the validity of the appropriation, and consistent and aligned with the Department's mandate and policies for the fiscal year, to wit:

Name of Project	Amount (Php)
1.	
2.	
3.	
4.	
5.	

This certification is being issued as part of the documentary requirements in support of the request for funds.

I understand that I am directly responsible for any misrepresentation of this Certification.

\_\_\_\_\_  
Head of the Implementing  
Office



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**(IMPLEMENTING OFFICE)**  
(Address)

**PROJECT INFORMATION**

Name of Project being requested for funding:

\_\_\_\_\_

1. Has this project been constructed/rehabilitated/upgraded/improved/repared in the last 10 years?

Yes or No. \_\_\_\_\_

2. If Yes, please provide the following information for each funding source:

a. Fund Source: \_\_\_\_\_

1. Date Started: \_\_\_\_\_

2. Date Completed: \_\_\_\_\_

3. Type of Work: \_\_\_\_\_

4. Agency/Implementing Office: \_\_\_\_\_

5. Contractor: \_\_\_\_\_

6. Contract Cost: \_\_\_\_\_

b. Fund Source:

1. Date Started: \_\_\_\_\_

2. Date Completed: \_\_\_\_\_

3. Type of Work: \_\_\_\_\_

4. Agency/Implementing Office: \_\_\_\_\_

5. Contractor: \_\_\_\_\_

6. Contract Cost: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of the  
Head of the Implementing  
Office  
(e.g. Regional Director/Project  
Director/District Engineer)

**Certificate of Completion/Acceptance of the Project**

**CERTIFICATE OF COMPLETION / ACCEPTANCE OF THE PROJECT**

\_\_\_\_\_  
Date

CERTIFICATE OF COMPLETION

PROJECT TITLE : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
LOCATION : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
CONTRACTOR : \_\_\_\_\_  
\_\_\_\_\_

This is to certify that the above-stated project has been satisfactorily completed on \_\_\_\_\_ (date) in accordance with the Plans and Specifications of the Contract.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defect or failure that may occur in any section of the project during the defects liability period starting from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A. 9184

\_\_\_\_\_  
Head, Implementing Office

Conforme:

\_\_\_\_\_

**COA-Template Circular 2014-002-Annex H**

**Reports on the Receipt and Utilization of DRRMF Sourced from GAA**

Agency \_\_\_\_\_  
 For the Month Ending \_\_\_\_\_

Date	Reference	Particulars	Balance, Beginning	Receipt	Utilization	Balance, End	Disbursement	Unpaid Obligation
2013								
		Total						

Prepared by:

\_\_\_\_\_  
 Budget staff

\_\_\_\_\_  
 Accounting staff

Certified correct:

\_\_\_\_\_  
 Head, Budget Unit

\_\_\_\_\_  
 Head, Accounting Utaff

Noted:

\_\_\_\_\_  
 Agency Head, Authorized Representative

## LIST OF REFERENCES

### A. Department Issuances

*DPWH Department Order No. 100 Series of 1999, "Restructuring of the DPWH Fire Brigade and amending certain provision of DO 44 series of 1990"*

*DPWH Department Order No. 125 Series of 2014, "Offices and Divisions Created/Renamed under the Approved DPWH-CO Rationalization Plan pursuant to Executive Order No. 366 Series of 2004"*

*DPWH Department Order No. 15 Series of 2015, "Guidelines to ensure disaster preparedness of DPWH Field Offices in promptly responding to typhoons and other calamities including criteria in the release of calamity funds"*

*DPWH Department Order No. 114 Series of 2016, "DPWH Enterprise Data Glossary"*

*DPWH Department Order No. 225 Series of 2016, "Adoption of the Procedures Manual for Infrastructure Assets Registry"*

*DPWH Department Order No. 87 Series of 2018, "The Big One Earthquake Preparedness Program (Equipment Positioning and Mobilization Contingency Plan)"*

*DPWH Department Order No. 81 Series of 2020, "Guidelines for the prompt release of Quick Response Fund"*

*DPWH Memorandum issued by Undersecretary Emil K. Sadain, CESO I, UPMO Operations and Technical Services, dated February 20, 2018, "Standard Tent Design, Tarpaulin and Uniforms during Lakbay Alalay Program"*

*DPWH Memorandum issued by Secretary Mark A. Villar, DPWH, dated November 19, 2018, "Endorsement of Non-National Roads and Other Local Facilities"*

*DPWH Memorandum issued by Undersecretary Maria Catalina E. Cabral, PhD, CESO I, Planning and PPP dated October 8, 2019, "Additional Requirements Funding Calamity Fund"*

*DPWH Memorandum issued by Undersecretary Maria Catalina E. Cabral, PhD, CESO I, Planning and PPP, dated January 24, 2020, "Funding Requests for Various Infrastructure Projects Damaged by Calamity"*

### B. Manuals and Law

*NDRRMC (2010), National Disaster Risk Reduction Management Plan (NDRRMP) 2011-2028*

*DPWH (2016), Infrastructure Assets Registry Procedure Manual*

*DPWH (2018), DPWH Enterprise Data Glossary Rev. 3*

*NDRRMC (2018), National Disaster Response Plan (NDRP) for Earthquake and Tsunami*

*NDRRMC (2018), National Disaster Response Plan (NDRP) for Hydrometeorological Hazard*

*NDRRMC (2018), National Disaster Response Plan (NDRP) for Consequence Management for Terrorism-Related Incident*

*NDRRMC (2021), National Disaster Risk Reduction Management Fund (NDRRMF) Guidebook*

*World Bank (2013), Recommended Post Disaster Assessment (PDA) Guidance Notes Philippine Disaster Risk Reduction and Management Act of 2010 (RA 10121)*

### **C. Other Agency Issuances**

*Commission on Audit (COA) No. 2014-002, Accounting and Reporting Guidelines on the receipt and utilization of National Disaster Risk Reduction and Management Fund (NDRRMF), cash and in-kind aids/donations from local and foreign sources, and funds allocated from the agency regular budget for Disaster Risk Reduction and Management (DRRM) Program*

*NDRRMC Memorandum Circular No. 04 Series of 2012, “Implementing Guidelines on the use of Incident Command System as an on- scene disaster response and management mechanism under the Philippine Disaster Risk Reduction Management System”*

*NDRRMC Memorandum Circular No. 45 Series of 2017,” Guidelines on the administration of the National Disaster risk Reduction and Management Fund”*

*NDRRMC Memorandum Circular 110 Series of 2021, Revised Guidelines on the Administration of the NDRRM Fund*

### **D. Online Resources**

*Department of Budget Management retrieved from [dbm.gov.ph/index.php/programs-projects/calamity-and-quick-response-funds](http://dbm.gov.ph/index.php/programs-projects/calamity-and-quick-response-funds)*

*Department of Transportation retrieved from <http://www.trb.gov.ph/8-transparency/39-vehicle-classifications.html>*

*World Risk Index 2020 retrieved from (<https://cpbrd.congress.gov.ph/2012-06-30-13-06-51/2012-06-30-13-36-50/1306-ff2021-20-world-risk-index-2020>)*

*Congressional Policy and Budget Research Department retrieved from [https://cpbrd.congress.gov.ph/images/PDF%20Attachments/Facts%20in%20Figures/FF2020-39\\_Fire\\_Incidents.pdf](https://cpbrd.congress.gov.ph/images/PDF%20Attachments/Facts%20in%20Figures/FF2020-39_Fire_Incidents.pdf)*

*Forest Service U.S Department of Agriculture retrieved from [https://www.fs.usda.gov/pnw/page/fire-effectsenvironment#:~:https://nidm.gov.in/PDF/Disaster\\_about.pdf](https://www.fs.usda.gov/pnw/page/fire-effectsenvironment#:~:https://nidm.gov.in/PDF/Disaster_about.pdf)*