

Annex 3. Immediate Disaster Response – Life Saving and Sustaining

Annex 3A. Process Flow for Immediate Disaster Response

Process	Office Responsible	Indicative Timeline
Pre-Requisite Activities		
1. Assess potential impacts of hazards for priority response actions Utilize CDRA for slow onset hazards.	PDRA Analyst and Core Teams	Pre-Impact
2. Conduct response activities	Response Clusters	During and Post-Impact
3. Consolidation and Prioritization of Priority Response PPAs, and submission of Documents for QRF Replenishment (if QRF reached critical level)	Response Cluster Agencies	1-2 weeks Post-Impact
Target Timeline		
Start of Processing of Request		
1. Upon receipt of the request, OCD Central Office conducts further review and evaluation as to completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the DBM.	OCD Central Office	Within five (5) working days
2. Review, approval, and signature of the SND/C, NDRRMC of the Recommendation to DBM.	DND	Within five (5) working days
3. Upon approval and signature of the SND/C, NDRRMC, submit the NDRRMC Recommendation to the DBM.	OCD Central Office	Within two (2) working days
Target Timeline		
Total Target Timeline		12 working days 2-4 weeks and 2 days

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Annex 3B. Documentary Requirements for Immediate Disaster Response (QRF Replenishment)

1. Endorsement Letter from Head of Agency;
2. Work and Financial Plan (DBM BED Form);
3. QRF Utilization Report

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Annex 3C. Menu of Projects for Immediate Disaster Response

1. Procurement of food and non-food items;
2. Logistical expenses for pre-positioning of resources;
3. Deployment of assets such as but not limited to search and rescue teams and equipment, emergency telecommunications, water and sanitary supplies, generator sets;
4. Support to camp-management of displaced populations;
5. Other priority programs and projects recommended by the DSWD NDRRMC Response Pillar or the ED, NDRRMC/A, OCD subject to approval of the Chairperson, NDRRMC