



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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**ENSURING FAST DISTRIBUTION OF FOOD PACKS DURING  
NATURAL DISASTERS AND CALAMITIES AND REITERATING THE  
COMPENDIUM OF DISASTER PREPAREDNESS AND RESPONSE  
PROTOCOLS**

**MEMORANDUM CIRCULAR NO. 2020 - 162**  
27 NOV 2020

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**1. PREFATORY STATEMENT**

- 1.1 Under the Sendai Framework on Disaster Risk Reduction (SFDRR), *disaster risk governance at the regional, national and global levels is of great importance for an effective and efficient management of disaster risk. Clear vision, plans, competence, guidance and coordination within and across sectors, as well as participation of relevant stakeholders, are needed. Strengthening disaster risk governance for prevention, mitigation, preparedness, response, recovery and rehabilitation is therefore necessary and fosters collaboration and partnership across mechanisms and institutions for the implementation of instruments relevant to disaster risk reduction and sustainable development.*
- 1.2 Pursuant to Republic Act No. 7160 or the *Local Government Code of 1991*, the local government units (LGUs) are mandated to adopt measures and protect their inhabitants from the harmful effects of man-made or natural disasters and calamities through provision of relief services and assistance within their respective areas of responsibilities.

- 1.3 Specifically, Section 12 of Republic Act No. 10121 or the *Philippine Disaster Risk Reduction and Management Act of 2010* provides that “the provincial, city, and municipal DRRMOs and BDRRMCs shall xxx respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavour to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other; xxx”

## **2. PURPOSE**

This Memorandum Circular is being issued to:

- 2.1. Ensure compliance of the LGUs to the international and national mandates concerning disaster risk reduction and management;
- 2.2. Safeguard the welfare of the people, especially during natural or man-made disasters and calamities by ensuring that the distribution of food packs by the LGUs be administered not later than two (2) days from the onset of the disaster in their respective areas of responsibilities; and
- 2.3. Reiterate the general contents of the *Compendium of Disaster Preparedness and Response Protocols*.

## **3. SCOPE / COVERAGE**

All Provinces, Cities, Municipalities, and Barangays are covered by the provisions of this Memorandum Circular. The responsibilities of DILG Regional and Field Officers, the BARMM Minister of Local Government, and the Local Disaster Risk Reduction Management Council Members are also emphasized.

## **4.0 POLICY CONTENT AND GUIDELINES**

The following guidelines are hereby issued and/or reiterated:

- 4.1 The Local Chief Executives, through the local Disaster Risk Reduction and Management Councils/Committees are hereby mandated to strictly comply with the herein protocols on distribution of food packs:
  - 4.1.1 Ensure that the distribution of food packs in their respective areas of responsibility will be administered immediately but not later than two (2) days from the onset of the disaster, considering the urgency of the matter and the necessity to deliver fast services to the people during a disaster.
  - 4.1.2 The City or Municipal Governments shall provide food packs to all their component barangays to be distributed to their constituents.
  - 4.1.3 In the event that the barangays are not provided food packs by the City or Municipal Governments, said barangays shall coordinate with the concerned Regional or Field Offices of the Department of Social Welfare and Development (DSWD), for assistance.
  - 4.1.4 Upon coordination and report from the Regional or Field Offices of the DSWD, the DILG Undersecretary for Operations, thru the Office of the Director, Bureau of Local Government Supervision (BLGS), shall coordinate with the concerned DILG Regional Offices, for appropriate conduct of fact finding investigation of any reported failure of City or Municipal Governments to:
    - 4.1.4.1 Provide food packs to their component barangays; and
    - 4.1.4.2 Comply with the protocols in the distribution of food packs as mentioned in Section 4.1.1 of this Memorandum Circular.

The results of said investigations shall serve as basis in determining the appropriate course of action the Department shall take against any erring local government official, and/or employee.

4.2 All Local Chief Executives are directed to strictly adhere to the protocols as stated in the Compendium of Disaster Preparedness and Response Protocols, to wit:

4.2.1 *Pre-Calamity Protocols*

4.2.1.1 Organize, activate or reactivate their local Disaster Risk Reduction and Management Council, or Barangay Disaster Risk Reduction and Management Committee, in the case of a Barangay.

4.2.1.2 Ensure that the Council is functional.

4.2.1.3 Establish their Disaster Risk Reduction and Management Office.

4.2.1.4 Ensure that the Disaster Risk Reduction and Management Office is functional.

4.2.1.5 Conduct public awareness activities on the hazards in the locality utilizing existing hazard maps in the area and other available information and education materials such as, posters and manuals developed by PAGASA, PHIVOLCS, DENR-Mines and Geosciences Bureau, and other IEC materials.

4.2.1.6 Cause the identification of the following areas:

4.2.1.6.1 Population-at-risk in vulnerable area(s) such as those living in low-lying and flood-prone areas, along riverbanks or shorelines;

4.2.1.6.2 People with special needs such as the elderly, children, infants, pregnant women and persons with disability, and their locations; and

4.2.1.6.3 Poorly-constructed houses or facilities;

4.2.1.7 Formulate a Preparedness Contingency Plan which, at the minimum, include:

4.2.1.7.1 Activation of the early warning system;

4.2.1.7.2 Activation of the pre-designated evacuation center;

4.2.1.7.3 Designated areas for search and rescue;

4.2.1.7.4 Evacuation routes and traffic;

4.2.1.7.5 Search and rescue;

4.2.1.7.6 Emergency response;

4.2.1.7.7 Medical and counselling services;

4.2.1.7.8 Distribution of relief goods; and

4.2.1.7.9 Evacuation center management.

4.2.1.8 See to it that disaster preparedness and response work.

4.2.1.9 Ensure proper coordination with the DILG, DND, DSWD, DOH and the Philippine National Red Cross.

#### 4.2.2 *During Calamity Protocols*

4.2.2.1 Within 12 hours from the broadcast of a typhoon signal within a geographical area, or on the basis of

a 24-hour Weather Forecast and Extended Weather Outlook particularly on widespread rainfall and thunderstorms which may trigger flashfloods and landslides issued by the Philippine Atmospheric, Geophysical and Astronomical Services Administration:

- 4.2.2.1.1 Activate Disaster Auxiliary Command Center(s), and mobilize the members of the Local Disaster Risk Reduction and Management Council/Committee to man such Center(s) on a 24-hour basis.
- 4.2.2.1.2 Activate the flood early warning and evacuation alert system.
- 4.2.2.1.3 Deploy the Emergency Response and Rescue Team(s), as well as evacuation and rescue equipment in staging or in assigned deployment areas.
- 4.2.2.1.4 Activate the designated Evacuation Center(s).
- 4.2.2.1.5 Enforce pre-emptive, or forced evacuation of population-at risk.
- 4.2.2.1.6 Cause the effective utilization of the Disaster Risk Reduction and Management Fund.

#### 4.2.3 After Calamity Protocols

- 4.2.3.1 See to it that affected areas are no longer dangerous to evacuees prior to their return.
- 4.2.3.2 Provide continuing relief assistance, including medical and psycho-social counselling services to families or individuals-in-need.

- 4.2.3.3 Cause the collection of garbage and the total clean-up and clearing of waterways and sewerage systems in the locality within 24 hours after the calamity.
- 4.2.3.4 Conduct damage assessment on:
  - 4.2.3.4.1 Local government-owned facilities, buildings and infrastructure; and
  - 4.2.3.4.2 Agriculture, i.e., crops, livestock, fisheries, and link damage assessment information to reconstruction and rehabilitation efforts.
- 4.3 All Local Chief Executives are directed to cause the effective utilization of the Disaster Risk Reduction and Management Fund.
- 4.4 All DILG Regional Directors and Field Officers, including the BARMM Minister of Local Government, are directed to extend full cooperation in the monitoring of LGU compliance to the provisions of this issuance, and to ensure that all fact finding investigations conducted relative to the same, and reports submitted to the central level are consistent with facts on the ground. DILG personnel submitting their reports shall be held accountable for all information provided to this level.

## **5. LEGAL BASES / REFERENCES**

1. Sendai Framework on Disaster Risk Reduction (SFDRR)
2. 1987 Philippine Constitution
3. Republic Act No. 7160, *Local Government Code of 1991*
4. Republic Act No. 10121, *Philippine Disaster Risk Reduction and Management Act of 2010*
5. National Disaster Risk Reduction and Management Plan (NDRRMP)
6. Local Government Unit Disaster Preparedness Manual for City and Municipal LGUs

7. Compendium of Disaster Preparedness and Response Protocols

6. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

7. DISSEMINATION

All DILG Regional Directors, Field Officers, and the BARMM Minister of Local Government shall cause the widest dissemination of this Memorandum Circular, and monitor the adherence of all LGUs to this issuance.

8. APPROVING AUTHORITY

  
EDUARDO M. AÑO  
Secretary

9. FEEDBACK

For related queries, please coordinate with the Bureau of Local Government Supervision (BLGS) at (02) 8876-3454 local 4201 or email at [blgs.od2016@gmail.com](mailto:blgs.od2016@gmail.com).



DILG-OSEC 11272020-022