TESDA CIRCULAR

Subject: Implementing Guidelines for Disaster Response		Page 1 of 6 pages Number 011, series of 2021
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In the interest of the service and in line with the thrust to establish standard responses by all operating units to affected areas and in pursuance to the Spirit of Bayanihan in times of calamities, the following Implementing Guideline is hereby issued.

I. BACKGROUND

Sec. 3 (l) & (s) of R.A. No. 10121 An Act Strengthening the Philippine Disaster and 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 thereof and for other purposes, defines that:

> *"(l) Disaster Response* – the provision of emergency services and public assistance during or immediately after a disaster to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief"
> X X X
> *(s) Emergency Management* – the organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps."

Due to its geographical location, the Philippines is visited by an average of 20 typhoons per year. The annual monsoon season causes severe flooding in many places due to irresponsible use of the natural resources

The Philippines is also situated in the Pacific Ring of Fire and based on research, Philippine volcanoes are ranked as one of the deadliest and costly in the world. Thirteen percent (13%) of its historic eruptions have caused fatalities most notably Taal and Mayon volcanoes are classified as active and caused significant damage to life and property.

Informal settlements which are usually congested are prone to fire incidents.

Armed Conflicts perpetrated by Communist Terrorist Groups and Violent Extremists affect and displace people. Conflict-affected areas negatively impact the lives and properties of the residents.

In the spirit of Bayanihan, and with TESDA's mandate and mantra "TESDA Abot Lahat" provides Relief and Rehabilitation Programs to transform and improve lives for the better creating a more resilient and better Filipino Communities and people.

II. COVERAGE:

Victims of disasters resulting from typhoons, earthquakes, volcanic eruptions, tsunamis and the underlying effects like flooding, lahar flow, land slide and mud slide and man-made disasters such as terrorism, technological hazards, transportation hazards and environmental accidents.

III. OBJECTIVES:

With TESDA's "Abot Lahat" flagship, this implementing guideline aims to standardize the approach in the event of disaster to address the needs of disaster victims.

Specifically:

- To determine basic support services that may be provided by TESDA in the event of a disaster.
- *To provide guidance on the mobilization of the resources*
- To create a pool of available community-based trainers to train and help victims rebuild their homes.

IV. IMPLEMENTING MECHANICS

Every responder is required to wear the TESDA vest for identification. A standee can be placed in the evacuation area as much as possible to represent the Agencies' involvement in the disaster response.

Disaster response shall be in line with the whole-of-government approach and in coordination with the relief and rehabilitation plan of the concerned agencies.

Relief Phase

- To provide the immediate **basic needs** of the affected population, the following should be provided:
  - Ready-to-eat food package, hygiene kits, baby kits, laundry kits, health kits (PPE, face mask, face shield and hand sanitizer/alcohol) this can be sourced from the produce of trainings from TTI's/ TVI's and partners.
- Provision for Photo-Voltaic System and training on its installation, operation and maintenance, and such other technological intervention as may be required, provided there is available supply and in accordance with the relevant financial and accounting rules and regulations.
- Conduct Needs Assessment in coordination with the Program Management Office of the Local Government Unit (LGU)/ Disaster Risk Reduction Management Unit (DRRMU)
- Provide assistance as may be requested by the LGU/DRRMU as may be needed provided that the office is capable of granted request.

Rehabilitation Phase

- Provision for Skills and Livelihood Trainings applying training-cum-production to provide them livelihood opportunities while recovering from the effects of the disaster
- Provision for Skills training on Construction specifically on Carpentry, Masonry and Electrical Installation to help rebuild their houses and community.
- Provision for Skills training to regain their access towards employment and normal life.
- Provide additional technical assistance as may be requested by LGU/DRRMU.

V. OFFICE OF PRIMARY RESPONSIBILITY AND ROLES

Responsibility and Roles of OPRs will be determined depending on the scale of the disaster. It is mandatory for Regional Offices, Provincial Offices and TESDA Training Institutes to respond to the disaster the soonest possible time that the responsible Disaster Risk Reduction Management declares that it is safe to conduct relief operations.

The OPR should assign a team who can immediately respond and who will also be responsible in the accuracy and timeliness of the reports.

Hierarchy Chain of Response should be observed and intraregional collaboration should be practiced.

A. Regional Office

If the scope of the disaster is province-wide or greater, the OPR shall be the Regional Office under the supervision of the Regional Director and shall provide the necessary interventions and assistance to the affected population as contained in this implementing guideline.

Aside from the aforementioned, the RO is responsible to:

a. Identify and register community-based trainers to have a pool of recognized trainers to help in the immediate training of the affected population/community.
b. Perform the responsibility of the OPR if the disaster involves the entire Province.
c. Monitor and evaluate provincial interventions and reports to the CLGUS

B. *Provincial Office*

If the affected area is not the whole province, the OPR shall be the Provincial Office supervised by the Provincial Director and shall provide the necessary

interventions and assistance to the affected population as contained in this Implementing Guidelines.

Aside from the enumeration in Section IV of this guidelines, the following shall be adhered to:

a. Identify and register community-based trainers to have a pool of recognized trainers to help in the immediate training of the affected *population/community*.
b. Monitor and evaluate Municipal interventions and reports to the Regional Office.

C. TESDA Technical Institutes (TTIs)

a. To have a pool of TESDA recognized Community-Based Trainers to train victims in the rehabilitation of their homes and community.
b. Keep a stock inventory of training outputs that can be used for relief distribution.
c. Coordinate and cooperate on relief operations with respective LGU or LDRRM.
d. Assist in the preparation and distribution of warm foods and ready-to-eat food for relief operations.

D. Technical Vocational Institutes (TVIs)

a. Maintain a stock inventory of training outputs that can be used for relief distribution.
b. Maintain a pool of volunteer graduates who can render free service in times of disaster relief operation.
c. Assist in the distribution of disaster relief to affected population

E. Communities and Local Government Units and Services

a) Shall be responsible to monitor and evaluate the interventions provided in the affected area.
b) Shall be the OPR if the affected area is one or more regions.
c) Shall extend assistance it can provide and collect through interregional collaboration.

Responsibility of the Office with Primary Responsibility (OPR)

a. Immediately coordinate with the Local Government Unit and/or the Local Disaster Risk Reduction and Management Center (LDRRMC) to determine scale and magnitude of the disaster.

b. Respond to the disaster within 24 hours after coordination with LGU/ Local DRRMC.
c. Mobilize the necessary manpower and resources to respond to the disaster for areas such as:
   - Provision of relief supply such as water, food, clothing and temporary shelter
   - Provision of hygiene kits which or may contain bath soap, shampoo, toothbrush, toothpaste, sanitary napkin
   - Provision of laundry kits which or may contain detergent, basin, pail, dipper
   - Provision of baby items like milk, feeding bottle and diaper
   - Assistance in the provision of first aid and emergency health services
d. Coordinate with the LGU/DRRMC for the distribution of relief supplies.
e. Collaborate with nearby regions and provinces for whatever assistance they can provide as described in the provisions of this Implementing Guidelines.
f. Document and report all interventions provided in the area.

VI. REPORTING SYSTEM

Relief Phase
1. Submission of Narrative Report
2. Submission of Photo/ Video of Activity
3. Submission of Monitoring and Evaluation Report

Rehabilitation Phase
1. Submission of Narrative Report
2. Submission of Photo/ Video of Activity
3. Submission of Monitoring and Evaluation Report

Terminal Phase
1. Monitoring and Evaluation Report should contain the ff:

   - Type of Disaster
   - Scale of the Disaster
   - *Responsible Operating Unit*
   - Co-respondent (TTI's and TVI's)
   - Activities Conducted/Trainings
   - Affected Families/Individuals
   - Action Plan (Way Forward)

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VII. FUNDING SOURCE

Regional and Provincial MOOE and Contingency Funds should be the source of funds to cover immediate expenses such as gasoline, transportation, mobility expense and other emergency expenses while TESDA Scholarships will be used in training the affected area/population.

This Circular takes effect as indicated and shall supersede all issuances inconsistent herewith.

SEC. ISIDRO S. LAPEÑA, PhD, CSEE
Director General