



REPUBLIC OF THE PHILIPPINES

# NATIONAL DISASTER COORDINATING COUNCIL

National Disaster Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

**FEB 04 2008**

## MEMORANDUM CIRCULAR

No. 0/s. 2008

**T O**                    **Members, National Disaster Coordinating Council (NDCC)**  
**Chairmen, Regional Disaster Coordinating Councils (RDCCs)**  
**Metro Manila Disaster Coordinating Councils (MMDCC)**  
**Autonomous Region of Muslim Mindanao (ARMM)**  
**Local Disaster Coordinating Councils (LDCCs)**  
**Other Concerned Offices**

**SUBJECT**        Revised Guidelines on the “*Gawad KALASAG*”: Search for Excellence in Disaster Risk Management and Humanitarian Assistance

### References:

- a. NDCC Memorandum Circular 2004-30 dated May 11, 2004 re: Revised Guidelines on the Institutionalization of the Search for Excellence in Disaster Management and Humanitarian Assistance;
- b. NDCC Memorandum Circular No. 34, s. 2004 dated Aug 17, 2004 on Addendum to NDCC Circular 2004-30 re: Revised Guidelines on the Institutionalization of the Search for Excellence in Disaster Management and Humanitarian Assistance.
- c. NDCC Memorandum Circular No. 3, s. 2007 dated April 13, 2007 on Revised Guidelines on the Institutionalization of the Search for Excellence in Disaster Management and Humanitarian Assistance.

### **“*Gawad KALASAG*”**

**(Kalamidad at Sakuna Labanan, Sariling Galing ang Kaligtasan)**

### **RATIONALE**

*Kalasag* is the Filipino term for “shield” used by early Filipinos as a means of protection from attacks of enemies or harmful animals. Relatedly, *Gawad KALASAG* was conceived to protect or shield high risk communities against hazards by encouraging participation of various stakeholders in designing and implementing Disaster Risk Management (DRM) programs.



Initiated in 1998, *Gawad KALASAG* is NDCC's current recognition scheme in its search for excellence on DRM and humanitarian assistance. It provides the mechanism in obtaining sustained commitment and support from the highest level of government by recognizing the exceptional contributions of the various DRM practitioners in rebuilding the resilience of nations and communities to disaster. At the same time, *Gawad KALASAG* continues to promote the spirit of volunteerism among agencies and individuals in providing the much needed help during the response phase of DRM. Practitioners of DRM include the Local Disaster Coordinating Councils (LDCCs) at the provincial, city, municipal and barangay levels. The LDCCs serve as the frontliners in preparing for, responding to, and recovering from any type of disaster or emergency. Moreover, Non-Government Organizations (NGOs), Private/Volunteer Organizations, and Government Emergency Managers are the prime contributors and major stakeholders/partners in the implementation of DRM and humanitarian response programs.

In 2005, at the World Conference on Disaster Reduction in Kobe, Japan, the international community signed a 10-year Disaster Risk Reduction (DRR) strategy called the Hyogo Framework for Action (HFA). The HFA sets out three (3) strategic goals, namely, (a) integration of disaster risk reduction into sustainable development policies and planning; (b) development and strengthening of institutions, mechanisms and capacities to build resilience to hazards; and, (c) systematic incorporation of risk reduction approaches into the implementation of emergency preparedness, response and recovery programs.

Moreover, the HFA outlines five priorities for action, which cover the main areas of DRR, as follows: (a) ensure that disaster risk reduction is a national and a local priority with a strong institutional basis for implementation; (b) identify, assess and monitor disaster risks and enhance early warning advisories; (c) use knowledge, innovation, and education to build a culture of safety and resilience at all levels; (d) reduce the underlying risk factors; and, (e) strengthen disaster preparedness for effective response at all levels. The HFA also suggests important areas for intervention within each priority.

As a signatory to HFA, the Philippine Government, through the National Disaster Coordinating Council (NDCC) had adopted the above-mentioned strategic goals by developing and enhancing current plans, programs and activities on DRR. In June 2007, NDCC initiated, through the Partnership for Disaster Reduction in the South East Asia Phase 4 Project (PDRSEA 4), the formulation of the Philippine National Strategic Plan on Community-Based Disaster Risk Management (CBDRM). The PDRSEA 4 outlined activities, which laid the foundation in establishing an effective system to promote CBDRM.

As *Gawad KALASAG* moves toward a decade in celebrating the best practices of stakeholders in DRM, it will expand its current recognition scheme to include award categories which will promote awareness and eventual expansion

of CBDRM program in the Philippines. In addition to the above list of DRM practitioners, initiatives from media, donor agencies, and the community themselves shall also be publicly acknowledged. The promotion of CBDRM, through *Gawad KALASAG*, is one advocacy strategy which helps realize the priorities for action, set by states, organizations and other actors, in implementing the HFA.

To date, 42 LDCCs, 17 NGOs, 14 individuals and 49 groups/institutions have received various recognitions from *Gawad KALASAG*.

## II. **GUIDING PRINCIPLES**

*Gawad KALASAG* is guided by a set of principles, to include among others: stakeholders' participation, transparency, innovativeness, partnership, self-reliance, and the spirit of volunteerism.

It encourages the active participation of key stakeholders throughout the conceptualization stage to the actual implementation of the program. Through the years, *Gawad KALASAG*'s selection process is kept transparent and the evaluation result is consistently reliable.

In the light of the most recent development on DRR at the global community, *Gawad KALASAG* expands its award categories in order to be more responsive to the priorities set in the HFA implementation. Building on the existing scheme, *Gawad KALASAG* henceforth gives emphasis on DRR.

## III. **OBJECTIVES**

The *Gawad KALASAG* aims to recognize outstanding performance of LDCCs, private/volunteer organizations, local, national and international NGOs, donor agencies, and the communities as major stakeholders in implementing significant DRM projects and activities and, in providing humanitarian response and assistance to affected communities. It also aims to recognize individuals, groups or institutions that have shown extraordinary courage, heroism, self-sacrifice, and bravery in times of natural and human-made emergencies and disasters.

## IV. **CATEGORIES OF AWARD**

The following are the awards to be given:

### A. *Gawad KALASAG* for Best LDCCs

- 1 Provinces

2. Cities
    - Component/Independent Component City
    - Highly Urbanized City
  3. Municipalities
    - 1<sup>st</sup>-3<sup>rd</sup> Class
    - 4<sup>th</sup>-6<sup>th</sup> Class
  4. Barangays
    - Barangay (urban)
    - Barangay (rural)
- B. *Gawad KALASAG* for NGOs on Humanitarian Assistance
1. NGO (local) - 1
  2. NGO (national) - 1
  3. NGO (international) – 1
- C. *Gawad KALASAG* for Private/Volunteer Organizations, Government Emergency Managers, Schools, and Hospitals
1. Private/Volunteer Organization
  2. Government Emergency Manager
  3. School
  4. Hospital
- D. *Gawad KALASAG* for Heroic Act/Deed of Individuals/Groups during Emergency Response and Rescue Operations
1. Individual (surviving and posthumous) – 2
  2. Groups – 2
- E. Special Recognition Awards
1. Individuals – 2
  2. Support Organizations/Institutions (International) – 2
  3. Support Organizations/Institutions (Local) – 2
- F. *Gawad KALASAG* for CBDRM
1. Donor – for sustained contribution on CBDRM program in the country
  2. Media/Institution – for promotion of effective public campaign measures on the dissemination of information on CBDRM
  3. NGO - for sustained contribution on CBDRM program in the country

## V. COVERAGE

The period of assessment for the search of Gawad KALASAG on all categories shall be the preceding year or from January 1, 2007 to 31 December 2007.

### A. For LDCCs

All provincial, municipal, city, and barangay LDCCs are eligible for recognition subject to the guidelines and criteria set forth by the National Selection Committee (NSC).

### B. For NGOs on Humanitarian Assistance

Local and national NGOs with humanitarian assistance program and officially recognized by the Department of Social Welfare and Development (DSWD) and the Philippine National Red Cross (PNRC) are eligible for recognition subject to the guidelines and criteria set forth by the NSC.

### C. Private/Volunteer Organizations, Government Emergency Managers, Schools, and Hospitals

All private/volunteer organizations and government emergency managers who are not members of the Disaster Coordinating Councils but officially recognized by NDCC, are eligible for recognition subject to the existing criteria set forth by the NSC. Only those schools and hospitals with official accreditation from the Department of Education (DepEd) and Department of Health (DOH), respectively, shall be considered to receive awards.

### D. For Heroic Act/Deed of Individuals/Groups During Emergency Response and Rescue Operations

Individual/s who exemplifies deed of heroism in saving lives in times of emergencies and calamities are eligible for the NDCC Gawad KALASAG. Any Awardee who risked and lost his/her life in carrying out heroic deeds shall be given Posthumous Award.

E. For Special Recognition Awards

International and local organizations/institutions and individuals that have rendered exemplary support to the country's DRM program are eligible for recognition subject to the guidelines and criteria set forth by the NSC.

F. For CBDRM

Donor agencies and NGOs which have sustainably implemented CBDRM projects in the country for a number of years as well as media outfits/institutions that have promoted effective public campaign measures on CBDRM are eligible for recognition subject to the guidelines and criteria set forth by the NSC.

VI. HALL OF FAME AWARD

Those LDCCs, organizations, institutions, groups, and individuals that have garnered the *Gawad KALASAG* for three (3) consecutive years, since 2001, shall be given the Hall of Fame Award, provided that the potential awardee has consistently obtained an excellent rating (91-100%) from the NSC. The Hall of Fame Awardee may again join the Search only after five (5) years from receipt of their Hall of Fame Award. However, they may still be bestowed with a special citation award in the yearly search.

VII. INSTITUTIONAL ARRANGEMENT

A. For LDCCs

The Department of Interior and Local Government (DILG) shall continue to oversee the Search for the Best Local Disaster Coordinating Councils. This is to keep its role in the NDCC as the Department that supervises the organization of LDCCs, per PD 1566, entitled "Strengthening the Philippine Disaster Control Capability for Community-based Disaster Preparedness". More importantly, the Department also acts as the Executive Arm of the Office of the President in discharging its supervisory functions over the local government units pursuant to RA 6975 entitled "an Act Establishing the PNP under a Reorganized Department of the Interior and Local Government and for Other Purposes".

To ensure smooth conduct of the Search, Selection Committees are organized at all levels:

**1 National Selection Committee (NSC)**

a. The NSC shall be composed of the following:

Chairman	Secretary, DILG or Representative
Co-chair	Administrator, Office of Civil Defense (OCD) or Representative
Vice-Chairperson	NGO Representative
Members	Secretary, DOH or Representative Secretary, DepEd or Representative Secretary, DSWD or Representative President, League of Provinces or Representative President, Liga ng Barangay or Representative President, ULAP or Representative
Members	Secretary-General, PNRC or Representative Secretary DOST or Representatives from PHIVOLCS Sectoral Rep. NAPC-VDC or Representative President, League of Municipalities of the Phils. or Representative President, League of Cities of the Phils. or Representative NGOs Representative (at most 2)
Secretariat	OCD-NDCC

b. National Validating Team:

1) PDCC:

DOH Representative (Team Leader)  
DILG Representative  
NGO Representative

2) CDCC:

(Highly Urbanized City) :  
DSWD Representative (Team Leader)  
LPP Representative  
NGO Representative

(Independent Component Cities):  
DOST-PHIVOLCS (Team Leader)  
OCD Representative  
LCP Representative

3) MDCC:

(1<sup>st</sup>-3<sup>rd</sup> Class)  
DILG Representative (Team Leader)  
PNRC Representative  
OCD Representative

(4<sup>th</sup>-6<sup>th</sup> Class)  
DepEd Representative (Team Leader)  
NAP-VDC Representative  
LCP Representative

4) BDCC

(Urban)  
OCD Representative (Team Leader)  
ULAP Representative  
LnB Representative

(Rural)  
OCD Representative (Team Leader)  
LMP Representative  
LCP Representative

c. Functions:

- 1) Coordinate activities for the implementation of the national assessment and award system;
- 2) Set and update selection guidelines/criteria for the Search;
- 3) Evaluate, at the national level, the regional entries and conduct field validation of the top three (3) regional nominees for each category;
- 4) Recommend to Chairman, NDCC the winners for each category; and,
- 5) The National Validating Team, after the conduct of field validation, shall provide



feedback to concerned LDCCs and agencies vying for the awards, particularly their strengths and areas of improvement without disclosing the validation scores. Information provided by the Team may be used as basis for enhancing DRM program.

## **2. Regional Selection Committee (RSC)**

The RDCC Chairmen shall select the composition of their respective Regional Selection Committees. The RSC shall select and endorse the best provincial, city, municipal and barangay DCCs to the NSC. All documents of the regional winners, together with the Minutes of the Deliberation with the attendance of the RSC, shall be submitted to the Secretariat, not later than March 31, 2008.

### **a. Functions:**

- 1) Coordinate activities for the successful implementation of the assessment and awards system at the region;
- 2) Evaluate provincial and highly urbanized city disaster coordinating council awardees NGO nominees; and,
- 3) Submit the regional awardees based on the given categories.

## **3. Provincial Selection Committee (PSC)**

The Chairmen, Provincial Disaster Coordinating Councils shall select the composition of their respective Provincial Selection Committees. The PSC shall select and endorse nominees for the best DCCs at the city and municipality levels.

### **a. Functions:**

- 1) Coordinate activities for the successful implementation of the assessment and award system at the provincial level;
- 2) Evaluate municipal and component city local DCCs; and,
- 3) Submit provincial awardees to the RSC.

#### 4. **City/Municipal Selection Committee (CSC/MSC)**

The Chairmen, City/Municipal Disaster Coordinating Councils shall select the composition of their City/Municipal Selection Committees. It shall select and endorse nominees for the best barangay DCCs.

##### a. Functions:

- 1) Coordinate activities for the successful implementation of the assessment and award system at the city/municipal levels;
- 2) Evaluate Barangay DCCs; and,
- 3) Submit awardees to the RSC.

#### B. For NGOs on Humanitarian Assistance

The DSWD shall also continue to oversee the Search for Best in Humanitarian Assistance of NGO. As the lead agency on the National Committee on Disaster Response (formerly the Relief and Rehabilitation Committee), DSWD in cooperation with the PNRC will pursue stronger partnership with the private sector, civil society groups, business organizations, and NGOs in relief services and emergency assistance programs of the government through its existing accreditation system being observed by the DSWD. The DSWD shall lead the selection of NGOs that exemplified humanitarian assistance during the last year's disaster operations, subject to the validation by the NSC. The National Validating Team shall be composed of the following:

DSWD Representative (Team Leader)  
NAPC-VDC Representative  
PNRC Representative

#### C. For Private/Volunteer Organizations, Government Emergency Managers, Schools, and Hospitals

The OCD, as the implementing arm of the NDCC and the office responsible for the accreditation of volunteers/auxiliary groups shall continue to lead the selection of best performing Non-Government Private/Volunteer Organizations and Government Emergency Managers who provided timely services and logistical support during emergencies and disasters.

D. For Heroic Act/Deeds of Individual/s during Emergency Response and Rescue Operations

The NDCC, through the OCD, shall determine the awardees of the NDCC *Gawad KALASAG* for individuals who exemplified deeds of heroism and/or risked their lives and safety to protect and save others during emergencies and rescue operations in accordance with selected and applicable provisions of NDCC Memorandum Circular No. 04 series of 1999 dated June 25, 1999.

E. For Special Citations/Special Recognition for Support Organizations / Institutions and Individuals (International/Local)

The Chairman, NDCC through the OCD, shall oversee the selection and conferment of the Special Citation Awards as a gesture of goodwill to individuals and/or organizations that have rendered exemplary and innovative contributions in the field of disaster risk management. Thus, the Chairman of the NDCC shall bestow this award on a discretionary basis based on the recommendations of the OCD Committee on Special Citations.

F. For CBDRM

The Chairman, NDCC, through the OCD, shall also oversee the selection and conferment of the *Gawad KALASAG* for CBDRM for the donor agencies, media, and NGOs which have rendered exemplary contributions in the field of CBDRM. Thus, the Chairman of the NDCC shall bestow this award on a discretionary basis based on the recommendations of the OCD Committee on Special Citations.

It is expected that the results and the declaration of winners for each category are final and executory once presented to and noted by the National Selection Committee en banc for endorsement and approval of the Chairman, NDCC.

VIII. EVALUATION CRITERIA

Upon approval of this Circular, the NSC shall revise the existing criteria for the selection of various nominees and shall prescribe pertinent documentation from nominees for evaluation. Subsequently, the NSC shall disseminate the revised criteria to Selection Committees at all levels.

## IX. SCHEDULE OF ACTIVITIES

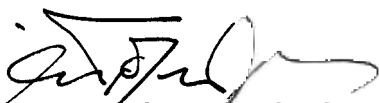
Activity	Target Date	OPR
a. Workshop to enhance/ revise selection guidelines and criteria	September	NSC
b. Finalization/ submission of selection criteria/ guidelines	October - December	OCD
c. Submission of guidelines to SND/C, NDCC for approval/ signature	January	OCD
d. Dissemination of Revised Guidelines	January	OCD/DILG
e. Conduct of search for all levels	January – February	OCD, DILG, SCs, PSCs, CSCs/ MSCs
f. Submission of Regional Winners to NSC (Note: All entries must be received by the NSC on or before March 31, 2008)	March	RSCs
g. Desk evaluation of National nominees for each category and level	1 <sup>st</sup> wk of April	NSC
h. Field Validation/ Ocular visit (top 3 national nominees for each category and each lev)	3 <sup>rd</sup> wk of Apr - 3 <sup>rd</sup> wk of May	NSC
i. Final evaluation of top three (3) nominees for each category and level	3 <sup>rd</sup> wk of May	NSC
j. Presentation of finalists to NDCC for declaration of winners by the SND/C, NDCC	June	NSC
k. Sending of notices to the National Winners	June	OCD
l. National Awarding (Subject on the availability of the President)	July as National Disaster Consciousness Month (NDCM)	NDCC

## X. NATIONAL AWARDING

The NDCC Secretariat shall be responsible for the preparation of the financial requirements and consummation of the awarding ceremonies to include, among others, the venue, invitation and accommodation of the participants, and such other related amenities.

Citation for the finalists shall be drafted by the validating team and subsequently finalized by the Secretariat.

For guidance and compliance.

  
**GILBERTO C. TEODORO, JR.**  
Secretary of National Defense and  
Chairman, NDCC

 SECRETARY OF  
NATIONAL DEFENSE



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