Local Government Units

DISASTER PREPAREDNESS MANUAL

Checklist for MLGOOs, COPs and FMs





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MESSAGE



While we as a country and as a people have shown great resilience in dealing with and recovering from disasters, the time has come for us to take a more proactive approach to the challenge.

Local government units are the frontliners in the response to any natural disaster, as mandated by law. They are the ones most familiar with their terrain and resources, the ones that interact directly with citizens. Every adverse weather phenomenon brings unique effects to a community, which accounts for the differences in planning that one encounters among LGUs.

The Department of the Interior and Local Government seeks to strengthen the capacity while preserving the flexibility of LGUs in responding to disasters in their areas. There are, however, certain basic precautions that are considered to be the minimum necessary for any sort of calamity. As part of our mandate to assist LGUs in executing their tasks, the DILG has come up with OPLAN Listo, of which this manual is one of the components.

This manual assists LGUs in the formulation of disaster preparedness plans, allowing them to know if they are ready, and what they need to do to meet the minimum levels of readiness. This also assists them in planning responses to typhoons and clarifying what they need and can ask from DILG to reinforce their capacity long before any typhoon arrives.

A checklist is also provided to LGUs from the time a typhoon poses a looming threat in the horizon, to the time it does arrive in the locality. This ensures that LGUs are able to ensure that they are taking the correct steps in responding to the typhoon and its aftermath. The 48 hours between a typhoon's entry into the Philippine Area of Responsibility and landfall is tense and busy, which can lead to errors that can be easily avoided. This checklist is the tool to minimize those mistakes that may cost lives and grave destruction to property. Collectively, we must not tolerate haphazard preparations that lead to unnecessary death and destruction

I urge all chief executives of local government units to make good use of this too in aligning and improving your unique plans and preparations. Disaster management is a serious business, we owe it to our people to protect them to the best of our abilities. Let us be systematic, thorough, and decisive in our planning and implementation. Let us not leave anyone behind.

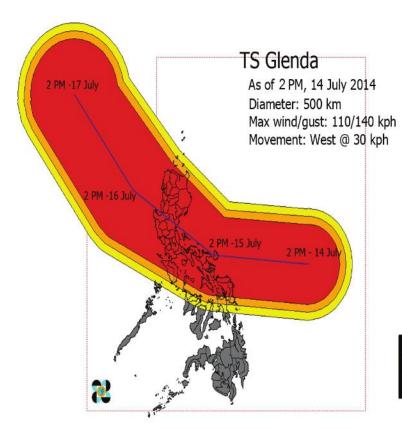
Maraming salamat po, at mabuhay!

MAR ROXAS Secretary and Chairperson, LGA Board of Trustees

INTRODUCTION

The Mayor leads disaster risk reduction management in the local government as the Chairperson for the Local DRRM Council. In aide of the role of the Mayor, this Checklist of Minimum Actions enumerates "things-to-do" or series of progressive response actions that vary depending on the intensity and possible impact of the typhoon. These progressive response actions are triggered by the advisory from NDRRMC and DILG—CODIX conveyed to the LGUs through the DILG Regional and Field Offices. The advisory is based on the Critical Preparedness Actions that serve as guide to prepare LGUs even before a public warning signal (No. 1, 2, 3...) are raised by DOST-PAGASA. Accordingly, this checklist provides set of minimum actions to be undertaken by the local chief executive and his/her teams. (Illustrated and described below)

- Charlie High-risk; Critical area or Breadth of the storm (colored red)
- Bravo Medium-risk; 1 to 50 km away from Charlie (colored orange)
- Alpha Low-risk; 51 to 100 km away from Charlie (colored yellow)

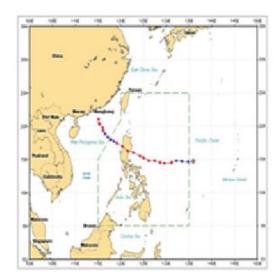


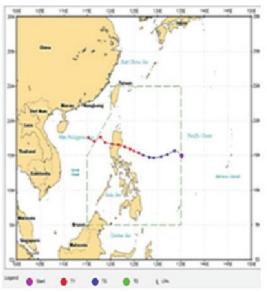


ALPHA – 100km away from Charlie BRAVO – 50km away from Charlie CHARLIE – within the TC track in its diameter



ALERT LEVEL	ALERT LEVEL	CRITICAL AREAS	POTENTIAL IMPACT
ALERT LEVEL "C"	RAIN 10-20 mm/hr Heavy to intense rain	Abra, Albay, Apayao, Aurora, Bataan, Batangas, Benguet, Biliran, Bulacan, Cagayan, Camarines Norte/Sur, Catanduanes, Cavite, Eastern Samar, Ifugao, Ilocos Norte/Sur, Isabela, Kalinga, La Union, Laguna, Leyte, Marinduque, Masbate, Metro Manila, Mt. Province, Northern Samar, Nueva Ecija/Vizcaya, Occidental Mindoro, Oriental Mindoro, Pampanga, Pangasinan, Quezon, Quirino, Rizal, Romblon, Samar, Sorsogon, Tarlac, Zambales	Comparable to TS MARING Sept 18-22, 1992 Heavy damage to agriculture Travel by land, sea and air is dangerous Some large trees may be uprooted Moderate to heavy disruption of electrical power
ALERT LEVEL "B"	RAIN 5-10 mm/hr Moderate to heavy WIND 30-60 Kph	Camarines Norte Camarines Sur Catanduanes La Union Mountain Province Nueva Ecija Pangasinan Quezon	Moderate damage to agriculture Travel by all types of sea vessels is risky Travel by aircraft is risky Few large trees maybe uprooted Some iron roofing may fall off
ALERT LEVEL "C"	RAIN 5-10 mm/hr Moderate to heavy WIND 30-45 Kph	Masbate Mountain Province Tarlac	





TYPHOON PITANG (GEORGIA)

MSW: 250 & GUST: 285 KPH

SEP 08-13, 1970

IMPACTS

- A. AFFECTEDD REGIONS: Undetermined B. DAMAGE TO PROPERTIES: P 3.847 M
- C. CASUALTIES: NONE
- D. REPLACED NAME: PASING
- E. COASTAL AREAS AFFECTED BY STORM SURGE:

Casiguran, Aurora & Disalag &

Dipaculao, Quezon (Height: Undetermined)

TYPHOON PEDRING

MWS: 140 & GUST: 170 KPH

SEP 24-28, 2011

IMPACTS

A. AFFECTED REGIONS: I, II, III, NCR, CAR,

IVA, & IVB, V & VI

- B. DAMAGE TO PROPERTIES: P15.552 B
- C. CASUALTIES

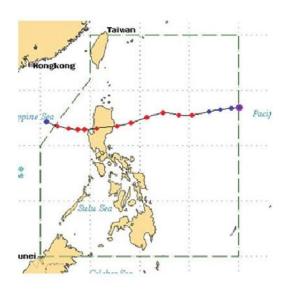
DEAD: 85

INJURED: 91

MISSING: 21

D. REPLACED NAME: PERLA





TYPHOON QUIEL [NALGAE]

MSW-160 & GUST 195 KPH SEP 28-02 OCT 2011

IMPACTS

- A. AFFECTED REGION/S: I, II, III & CAR
- B. DAMAGE TO PROPERTIES: P115.075 M
- C. CASUALTIES: DEAD; 17 INJURED: 32
 - MISSING: 7
- NOT NOTABLE TC

Please be guided that these progressive response actions are categorized in three general action areas:

- PREPARE is composed of the administrative and managerial actions in preparation to the organization and mobilization phase.
 - Issuing directives
 - Convening DRRMC
 - Administrative & Logistical Support (Administrator, Finance, GSO)
- 2) RESPONSE involves the delineation of tasks and roles with corresponding lead offices and member who will execute actions across a given time scale.
 - i. Security, Lifeline, SRR (PNP, BFP, Engineering, Public Safety Office)
 - ii. Humanitarian (MHO, MSWDO)
 - iii. Information & Awareness (Information officer/Media Relations)

3) MONITOR

The sets of actions in this checklist are contingent to a timeframe determined by the DOST-PAG-ASA.

TIMEFRAME	DESCRIPTION
UPON RECEIPT OF ALERT	Actions to do upon receiving an alert from PAGASA-DOST and DILG-CODIX and/or Actions to do ± 48 hours before the landfall
DURING	Actions to do during the landfall
AFTER	Actions to do after the landfall

These sets of actions are suggestive and general since they are minimum and basic. We encourage you to do more and customize depending on your local context. Careful planning and preparation based on your local hazard and risk maps and regular monitoring of weather bulletin are highly advised.

ALPHA, BRAVO, CHARLIE FLOWCHART

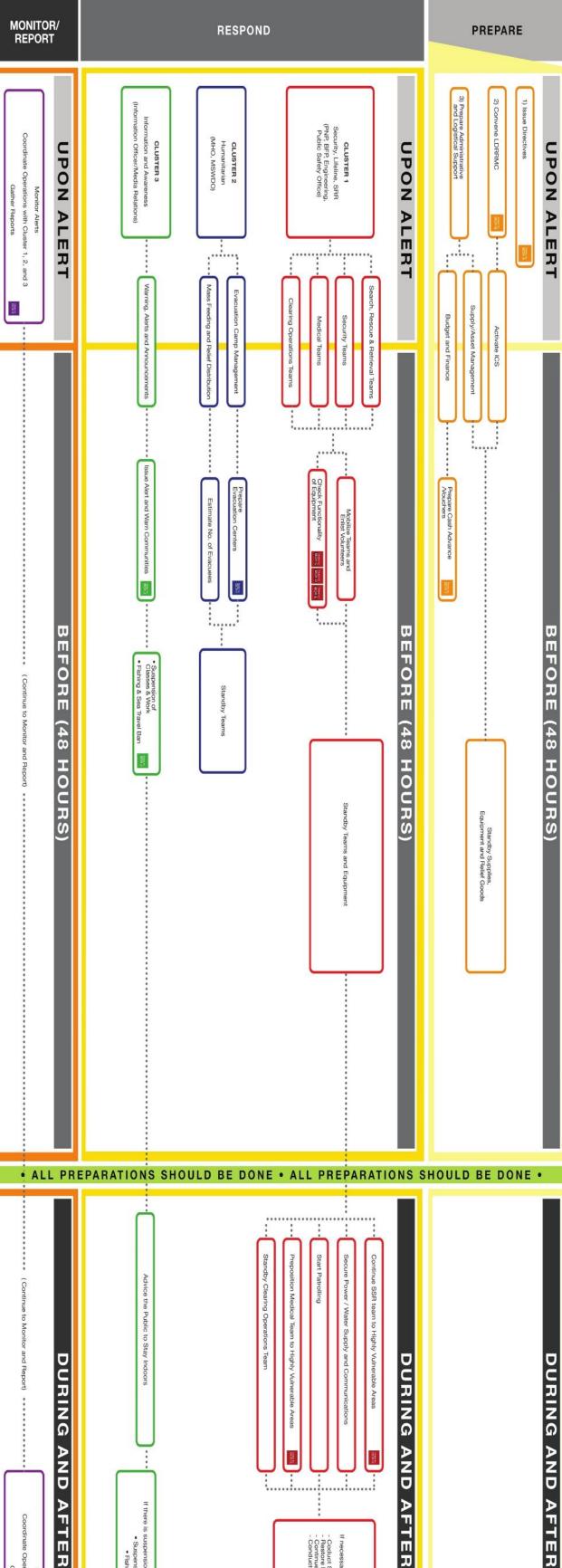








MINIMUM CRITICAL PREPA





If there is suspensions and bannings, consider lifting:

 Suspension of Classes & Work Fishing & Sea Travel Ban

- Coduct SSR
- Restore Power/Water Supply/ Communication
- Continue Patrols
- Conduct Clearing Operations

If necessary:

Coordinate Operations with Cluster 1, 2, and 3 Gather Reports Monitor Alerts

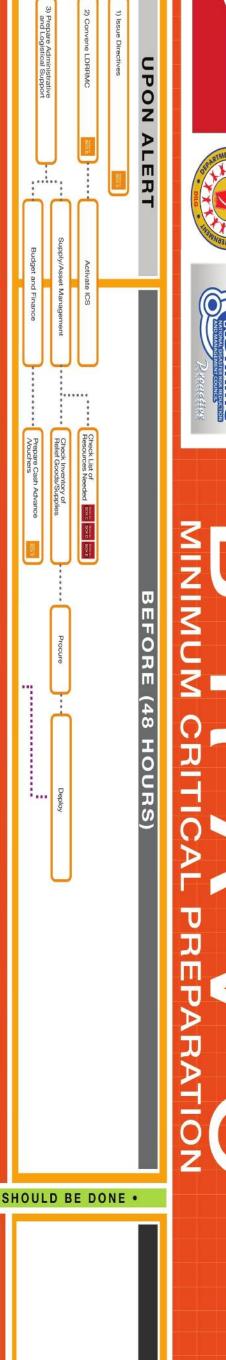


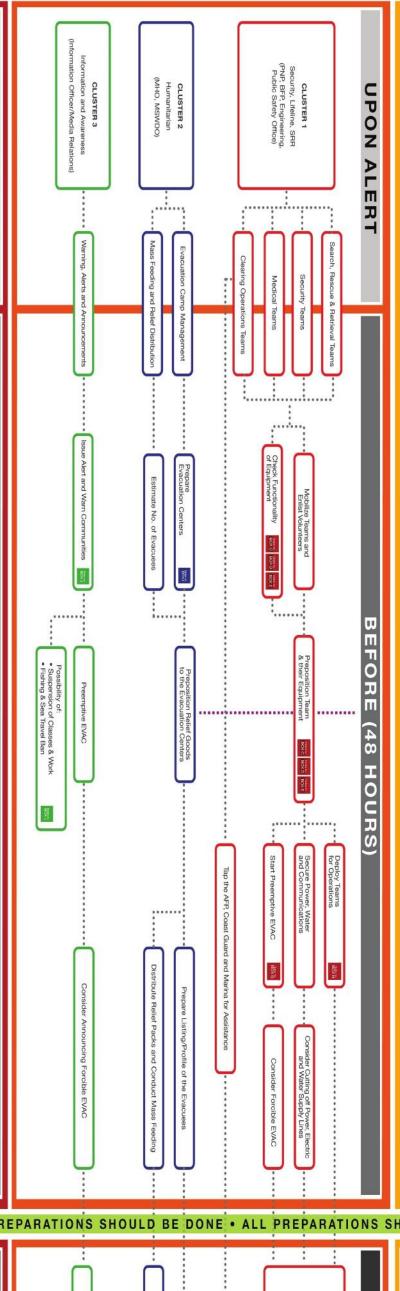
PREPARE





MINIMUM CRITICAL PREPA





RESPOND

MONITOR/ REPORT

Coordinate Operations with Cluster 1, 2, and 3

(Continue to Monitor and Report)

Gather Reports

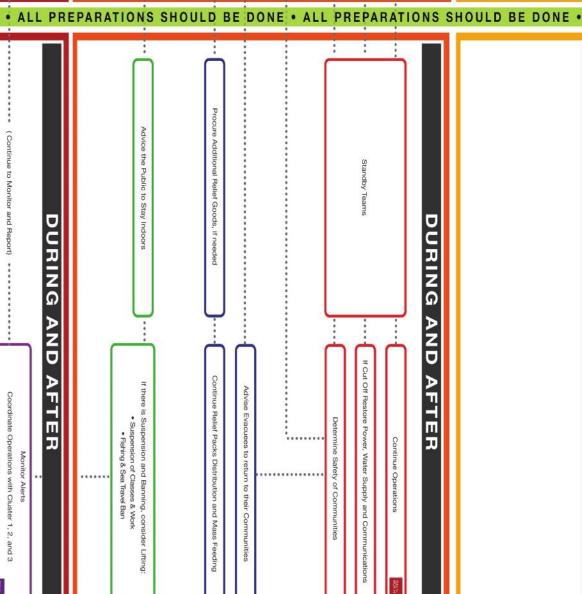
BEFORE (48 HOURS)

Monitor Alerts

Gather Reports

UPON ALERT







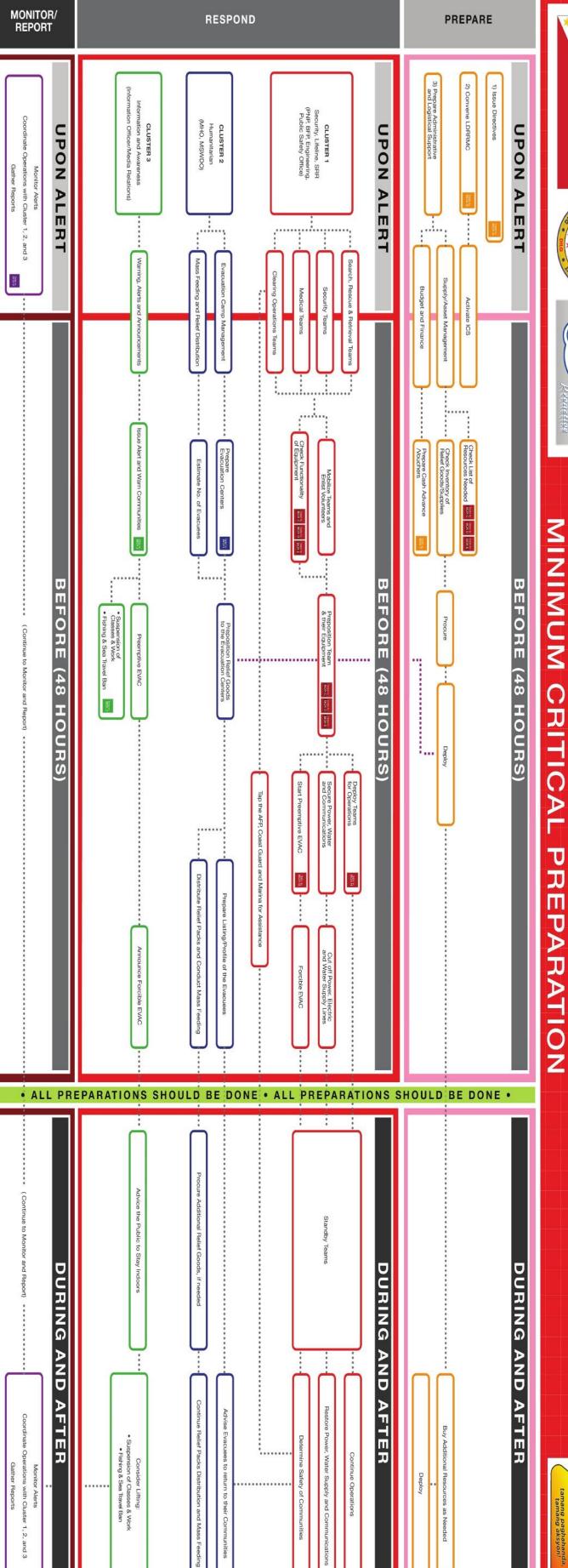
DURING AND AFTER













Coordinate Operations with Cluster 1, 2, and 3

REFERENCES FOR MLGOOS BOXES A, B, C, D, E, F, G, H, I

BOX A: LIST OF DIRECTIVES DURING A DISASTER

Advisory received	
1. Time:	2. From:
The mayor cancelled travel authorities of	personnel
1. Time:	2. Hours after the receipt of advisory
Post-disaster plan	
1. To be prepared by:	
2. Deadline:	
Managing donations and reliefs	

NAME OF DONOR	KIND OF DONATION (ITEM)	NUMBER OF ITEM	REMARKS
1.			
2.			
3.			
4.			
5.			
		-	(Post this)

BOX B: MEETING AGENDA IN CONVENING LDRRMC

Key points discussed:

	-			-	
Α.	1 3	mt	1001	ח ר	ath
77.	1	PI	TOOL	TT	atti

- 1. Municipality/City: _____
- 2. Name of Typhoon:
- 3. Maximum Speed (in kph): _____
- 4. Expected Landfall (time): _____
- 5. Post a copy of the typhoon path in the command post.

B. Hazard/Risk Maps available

TYPE OF HAZARD/		PROJECTED NO. OF FAMILIES TO BE AFFECTED				
RISK MAP AVAILABLE	BARANGAY	POPULATION	Evacuated to ECs	Transferred to Relatives/ Neighbors	Home Stay	REMARKS
1.						
2.						
3.						
	(Attached additional sheet/s if necessary					

C. Socio-economic and population data

Presented by:	
Source:	
Data as of:	



D. Assigned Incident Commander

1.	Na	ime:	
2.	Co	ontact No:	
		ommand Post:	
	Ass	signed Sub-Incident Commander/s (If Applicable)	
	1.	Name:	
	2.	Contact No:	_
	3.		

E. Plans for discussion and preparation

PLAN	PREPARED/PRESENTED BY	REMARKS
Incident Action Plan		
LDRRMC Plan		
Contingency Plan		
- Volunteer Management		
- Response Operation		
- Evacuation Plan		
- Relief Operation		

F. The mayor organize the following teams and identify protocols and tasks

Administrative an	d Logistical Support			
MEMBERS	DESIGNATION/ MAIN TASK	CONTACT NO.	LOCATION/ POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

Protocols and Agreements (Administrative and Logistical Support):

1		 	
2	 -1: 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3	 	
3.			

CLUSTER 1: Security, Lifeline, SRR

TEAM: Search, Rescue, Retrieval Team

MEMBERS	DESIGNATION/ MAIN TASK	CONTACT NO.	LOCATION/ POSITION	REMARKS
1.				
2.				
3.				/
4.				
5.				

TEAM:	Security	Team
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MEMBERS	DESIGNATION/ MAIN TASK	CONTACT NO.	LOCATION/ POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

TEAM: Medical Team

MEMBERS	DESIGNATION/ MAIN TASK	CONTACT NO.	LOCATION/ POSITION	REMARKS
1.				
2.				
3.				
4.				
5.				

TEAM: Clearing Operations Team

MEMBERS	DESIGNATION/ MAIN TASK	CONTACT NO.	LOCATION/ POSITION	REMARKS
1.				
2.				
3.				
4.				

Protocols and Agreements (Sec	curity, Lifeline, SRR)
-------------------------------	-----------------------	---

1	 	 	
2	 	 	
3.			

TEAM: Supply/Asse	t Management			
MEMBERS	DESIGNATION/ MAIN TASK	CONTACT NO.	LOCATION/ POSITION	REMARKS
1.				
2.				
3.				
TEAM: Budget/Fina	nce			
MEMBERS	DESIGNATION/	CONTACT NO.	LOCATION/	REMARKS
1.	MAIN TASK		POSITION	
2.				3
3.				
Other Team/s:				
MEMBERS	DESIGNATION/ MAIN TASK	CONTACT NO.	LOCATION/ POSITION	REMARKS
1.				
2.				
3.				

Other Team/s:	DESIGNATION/		LOCATION/	
MEMBERS	MAIN TASK	CONTACT NO.	POSITION	REMARKS
1.				
2.				
3.				

Protocols and Agreei	ments (numamtarian):			
1				
2				
3.				
CLUSTER 3: Inform	nation and Awareness			
·	DESIGNATION/		LOCATION/	1
MEMBERS	MAIN TASK	CONTACT NO.	POSITION	REMARKS

Protocols and Agreements (Information and Awareness):

1			
2.	re di peri re di peri		
3.			

Monitoring and Reporting

Note: It is recommended that monitoring and reporting is every four hours to facilitate real time updates. However, this does not preclude reporting immediately if something is of pressing concern that needs to be reported.

MEMBERS	DESIGNATION/ MAIN TASK	CONTACT NO.	LOCATION/ POSITION	REMARKS
1.				
2.				
3.				

Protocols and Agreements (Monitoring and	Reporting):
--	-------------

1.				 54 W.
2.				

3. _____

Daily briefing, debriefing, updates and schedules

DATE	TIME	STATUS/UPDATES	REMARKS/SPECIAL INSTRUCTIONS



summarizes the assumptions on the days lead-time for preparation.
summarizes the assumptions on the days lead-time for preparation.

ANNEX
TT
4 4

Speed	Hours	Days (Estimate)
30kph/1,100kms	37 hours	1.5 Days
25kph/1,100kms	44 hours	2 Days
20kph/1,100kms	55 hours	2 Days

But again, there may be instances when the two (2) days to one (1) day timeframe may not work owning to the uncertainty of the typhoon's behaviour – particularly the speed. Considering this, we are deviating from the timeframe-based approach into a geography-based approach for actions. This geography-based approach is dependent on the Cone of Uncertainty that projects the typhoon path and the coverage of impact as it traverses the PAR. The Cone shall be the basis of giving and doing response advisories to local government stakeholders and key actors.

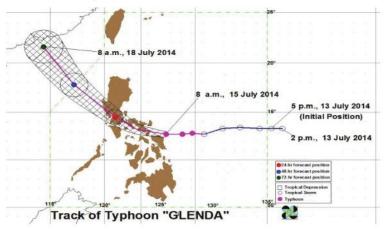


Figure 3. Cone of Uncertainty*
*IMAGE SOURCE: http://newsinfo.inquirer.net/619862/glenda-moving-faster-signal-no-3-raised-in-13-areas. Accessed 30 July 2014.

The Cone gives a map view of the areas that may be affected based on severity: the most severe are the areas in direct path the typhoon. The farther the LGU from the direct path, the less severe the impact felt. Thus, we found it best to cluster actions based on the location of a particular LGU in the Cone's coverage.

There are three (3) critical preparedness actions: ALPHA (yellow), Bravo (orange) and Charlie (red). ALPHA actions are done by LGUs inside the Cone but are farthest from the direct typhoon track—they are indicated in yellow. Meanwhile, Bravo presumes that ALPHA actions have been done coupled with additional acts that are essential for LGUs near the vicinity of the direct typhoon path – they are marked in orange. Finally, Charlie assumes that ALPHA and Bravo actions have already been done and additional acts must be done to address the severe threat of the typhoon of those LGUs in its direct path.

This approach ensures that critical preparedness actions are carried-out irrespective of time of impact or landfall because either way, given the Cone (a definitive typhoon track), they will be hit by the typhoon directly and will have to do the actions anyway. This shift of perspective then encourages local governments and other stakeholders to overprepare for typhoons

However, it is ultimately the LGU concerned who shall declare whether or not ALPHA, Bravo or Charlie is applicable locally considering their specific local situation. What the DILG can do is advice on a Critical Period Action based on the hazard present – the LGU must ultimately factor-in their specific vulnerabilities. This checklist is an inclusive and not an exclusive list – they are minimum actions.

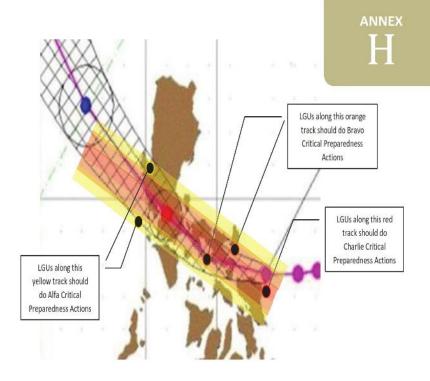


Figure 4. Overview of Critical Period Actions per geographic location from the direct path of the typhoon

*IMAGE SOURCE: http://newsinfo.inquirer.net/619862/glenda-movingfaster-signal-no-3-raised-in-13-areas. Accessed 30 July 2014.

DIRECTORIES

A. National



National Disaster Risk Reduction and Management Council (NDRRMC)

Website: ndrrmc.gov.phTwitter: @NDRRMC_Open

 Facebook: http://www.facebook.com/pages/Ndrrmc-Opcen/103742183037609

NDRRMC hotlines: (02) 911-1406, (02) 912-2665,

(02) 912-5668, (02) 911-5061 to 64



Philippine Atmospheric Geophysical Astronomical Services Administration (PAGASA)

Website: pagasa.dost.gov.ph

Twitter: @dost_pagasa

PAGASA hotline: (02) 433-8526



Philippine Institute of Volcanology and Seismology (PhilVolcs)

Website: phivolcs.dost.gov.phNDRRMC report an earthquake:

- (02) 426-1468 to 79, local 124/125;

Text/call: 0905-3134077Text only: 0918-9428354



Department of Transportation and Communications (DOTC)

- Website: dotc.gov.ph

- Twitter: @DOTCPhilippines

 Facebook: http://www.facebook.com/ DOTCPhilippines

DOTC Hotlines: 7890 or (02) 726-6255



Civil Aviation Authority of the Philippines

- Official website: caap.gov.ph

Twitter: @CAAP_Operations

- Tel No. (02) 8679-9286



Philippine Coast Guard

Official Website: coastguard.gov.ph

 Facebook: https://www.facebook.com/pages/ PHILIPPINE-COAST-GUARD/125674810786701

- Twitter: @PhilCoastGuard1

Tel. No.: (02) 527-8481 Loc. 6290/6292,
 Direct line (02) 328-1098



Philippine Information Agency

Official Website: news.pia.gov.phTwitter: @PIAalerts, @PIANewsDesk

- Tel. No.: (02) 929-4521, (02) 772-7660



National Grid Corporation of the Philippines (NGCP)

Official Website: www.ngcp.ph

- Twitter: @ngcp_alert; see also: @doe_ph

 Facebook: https://www.facebook.com/pages/ National-Grid-Corporation-of-the-Philippines-

NGCP/201591523234244

- NGCP Hotline: (02) 981.2100



Department of Social Welfare and Development (DSWD)

Website: dswd.gov.phTwitter: @DSWDservesHotline: (02) 851-2681



Department of Education

Website: deped.gov.phTwitter: @DepEd PH

DepEd Hotline: (632) 6361663,

+(63)9194560027

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Checklist Minimum Arthur For LCFs



Department of Health (DOH)

- Website: http://www.doh.gov.ph/
- Telephone: (+632) 651-7800
- Email: etona@co.doh.gov.ph



Department of Environment and Natural Resources (DENR)

- Website: http://www.denr.gov.ph
- Telephone: +63-2-929-6626; 988-3367
- Email: osec@denr.gov.ph



Department of Agriculture (DA)

- Website: http://www.da.gov.ph/
- Telephone: (632) 273-AGRI (2474; 928-8756 to 65
- Email: web@da.gov.ph/spja_osec@da.gov.ph



Department of Education (DepED)

- Website: http://www.deped.gov.ph/
- Telephone: (632) 6361663; +(63)9194560027
- Email: action@deped.gov.ph



Department of Energy (DOE)

- Website: https://www.doe.gov.ph/
- Telephone: (02) 840-20-08 / (02) 840-21-34
- Email: sec@doe.gov.ph



Department of Finance (DOF)

- Website: http://www.dof.gov.ph/
- Telephone: (+632) 525.0244
- Email: helpdesk@dof.gov.ph



Department of Trade and Industry (DTI

- Website: http://www.dti.gov.ph/
 - Telephone: (+632) 751.0384 Fax: (+632) 895.6487



Department of Transportation and Communications (DOTC)

- Website: http://www.dotc.gov.ph/
 - Telephone: (02) 727.7960 to 69
 - Email: webmaster@dotc.gov.ph



Department of Budget and Management (DBM)

- Website: http://www.dbm.gov.ph/
- Telephone: (02) 490-1000
- Email: publicinfo@dbm.gov.ph



Department of Public Works and Highways (DPWH)

- Website: http://www.dpwh.gov.ph/
- Telephone: (Hotline) 165-02 / 632) 304-3000 / (632) 304-3370
 - Mobile: Type DPWH <space> <your message> <space>
 - <sender's contact detail> and send it to 2920
- Email: Webmaster@dpwh.gov.ph



Department of Foreign Affairs (DFA)

- Website: http://www.dfa.gov.ph/
- Telephone: (632) 834-4000 / (632) 834-3000



Department of Justice (DOJ)

- Website: http://www.doj.gov.ph/
- Telephone: (+632) 521 2930 / (+632) 523 8481 local 403
- Email: dojac@doj.gov.ph



Department of Labor and Employment (DOLE)

- Website: http://www.dole.gov.ph/
- Telephone: (Hotline) (02) 527-8000



Department of Tourism (DOT)

- Website: http://www.tourism.gov.ph or http:// itsmorefuninthephilippines.com/
- Telephone: 459-5200 to 459-5230
- Email: webmaster@tourism.gov.ph

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The Executive Secretary

- Website: http://www.gov.ph/ or http:// president.gov.ph/
- Telephone: 784-4286 loc. 789 / 735-5359;
 736-1076: 736-1010
- Email: op@president.gov.ph



Office of the Presidential Adviser on the Peace Process (OPAPP)

- Website: http://www.gov.ph/ or http:// president.gov.ph/
- Telephone: + 632 637-6083 / +632 6360701 to 07
- Email: feedback@opapp.net



Commission on Higher Education (CHED)

- Website: http://www.ched.gov.ph/
- Telephone: (+632) 441-0927 / (+632) 441-1257 / (+632) 441-1258 / (+632) 441-1260 / (+632) 441-1261 / (+632) 441-1404



Armed Forces of the Philippines (AFP)

- Website: http://www.afp.mil.ph/ of www. army.mil.ph
- Telephone: (02) 845-9555 loc.6129



Philippine National Police (PNP)

- Website: http://pnp.gov.ph/portal/
- Telephone: +63.02.723.04.01



The Press Secretary Website: http://www.pcoo.gov.ph/

- Telephone: (02) 733-3630; 735-3538
- Email: op@president.gov.ph



Philippine National Red Cross (PNRC)

- Website: http://www.redcross.org.ph/
- Telephone: (02) 527-0000 / Hotline 143
- Email: prc@redcross.org.ph / communication@redcross.org.ph/ fundgeneration@redcross.org.ph



National Anti-Poverty Commission-Victims of Disasters and Calamities Sector (NAPCVDC)

- Website: http://maps.napc.gov.ph/
- Telephone: (02) 426-5028 / 426-5019 / 426-4956 / 426-4965
- Email: info@napc.gov.ph



National Commission on the Role of Filipino Women

- Website: http://pcw.gov.ph/
- Telephone: 632.7354767 / +632.7364449
- Email: edo@pcw.gov.ph



Housing and Urban Development Coordinating Council (HUDCC)

- Website: http://www.hudcc.gov.ph/
- Telephone: (02) 812-8870 / 811-4168



Climate Change Office of the Climate Change Commission

- Website: http://climate.gov.ph/
- Telephone: (632) 7353144 / 7353069
- Email: info@climate.gov.ph



Government Service Insurance System (GSIS)

- Website: http://www.gsis.gov.ph/
- Telephone: (+632) 847-4747 / (+632) 479-3600 / (+632) 976-4900
- Email: crmd@gsis.gov.ph; gsismail@gsis.gov.ph; ismacu-iso@gsis.gov.ph



Social Security System (SSS)

- Website: https://www.sss.gov.ph/
- Telephone: (02) 920-6401 / 920-6446
- Email: ssemail@info.com.ph



Philippine Health Insurance Corporation (PhilHealth)

- Website: http://www.philhealth.gov.ph/
- Telephone: (02) 441-744
- Email: actioncenter@philhealth.gov.ph



Union of Local Authorities of the Philippines (ULAP)

- Website: http://ulap.net.ph/index.php/en/
- Telephone: (632) 534-6787 / (632) 718-1810
- Email: ulapnatsec@gmail.com





League of Provinces of the Philippines (LPP)

- Website: http://www.lpp.gov.ph/
- Telephone: (632) 687-5399 / 631-0170 / 631-0197 / (632) 687-4048
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League of Cities of the Philippines (LCP)

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- Telephone: +63-2-470-6837 / +63-2-470-6813 / +63-2-470-6843
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League of Municipalities of the Philippines (LMP)

- Website: http://lmp.org.ph/default/
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- Email: president@lmp.org.ph



Liga ng Mga Barangay (LMB)



OCD

- Website: http://ocd.gov.ph/
- Telephone: (02) 911-5061 to 65 or (02) 911-1406 / 912-5668 / 912-2665
- Email: opcen@ndrrmc.gov.ph



Bureau of Fire Protection

- Website: http://www.bfp.gov.ph
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Department of the Interior and Local Government (DILG)

- Website: http://www.dilg.gov.ph
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Central Office Disaster Information Coordinating Center (DILG - CODIX)

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- Email: ebtabell@dilg.gov.ph dilgcodix@rocketmail.com



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