



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

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

FEB 15 2012

**NDRRMC MEMORANDUM CIRCULAR**

Number 03, Series of 2012

**FOR : All Members of the National and Local DRRM Councils**

**SUBJECT : Guidelines for the Selection of Representatives from the Civil Society Organizations (CSOs) to the National and Local DRRM Councils**

**1. Purposes**

- 1.1 To provide guidelines for the selection of representatives from the Civil Society Organizations (CSOs) as Members of the National and Local Disaster Risk Reduction and Management (DRRM) Council;
- 1.2 To fulfill the NDRRMC's commitment to strengthen democratic institutions through people empowerment, particularly through citizen participation in disaster risk reduction and management, as a vital means of promoting good governance;
- 1.3 To create an enabling environment for substantial and sustainable participation of CSOs, private groups, volunteers and communities, and recognize their contributions in the government's disaster risk reduction efforts and encourage voluntary commitments on social responsibility;
- 1.4 Engage the participation of CSOs, the private sector, and volunteers in the government's risk reduction programs towards complementation of resources and effective delivery of services to the citizenry.

**2. Coverage**

This Memorandum Circular shall cover the selection of four (4) representatives from the Civil Society Organizations (CSOs) and one (1) representative from the Private Sector to the National and Local DRRM Councils.

**3. Definition of Terms**

For purposes of this Memorandum Circular, the following terms shall have the following significance:

- 3.1 **Civil Society Organizations (CSOs)** – non-state actors whose aims are neither to generate profits nor to seek governing power. CSOs unite people to

advance shared goals and interests. They have a presence in public life, expressing the interests and values of their members or others, and are based on ethical, cultural, scientific, religious or philanthropic considerations. CSOs include non-government organizations (NGOs), professional associations, foundations, independent research institutes, community-based organizations (CBOs), faith-based organizations, people's organizations, social movements, and labor unions. They are understood to mean any national institution, organizations, or entity made up of natural or juridical persons of a non-governmental nature.

- 3.2 **Private Sector** – the key actor in the realm of the economy where central social concern and process are the mutually beneficial production and distribution of goods and services to the physical needs of human beings. The private sector comprises private corporations, households and non-profit institutions serving households.
- 3.3 **Citizen Participation** – a democratic process involving people empowerment, whereby concerned citizens organized as CSOs, pursue their legitimate and collective interests by monitoring effectiveness of specific government programs/activities/projects (P/A/Ps), and in so doing become partners of the Government in the formulation, monitoring, evaluation and improvement of the national budget.
- 3.4 **Social Responsibility** – an ethical ideology or theory that an entity, be it an organization or an individual, has an obligation to act to benefit society at large. This responsibility can be passive, by avoiding engagement in socially harmful acts, or active, be performing activities that directly advance social goals.

#### **4. Scope of CSO Representation in the NDRRMC/LDRMMCs**

- 4.1 Citizen participation shall henceforth be a vital component of DRRM processes/programs anchored on transparency and accountability and social responsibility. NDRRMC and LDRMMCs shall broaden representation in the development of the National and Local DRRM Plans by ensuring citizen participation in the preparation, execution, and reporting of its DRRM activities/programs through a constructive engagement with CSOs.
- 4.2 CSOs shall also participate in operational activities relating to the design, financing, and execution of cooperation programs, in accordance with applicable regulations and specific agreements negotiated for this purpose by the NDRRMC and LDRMMCs.
- 4.3 Pursuant to Republic Act (R.A.) 10121 otherwise known as the Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010, there shall be four (4) representatives from the CSOs and one (1) representative from the Private Sector to the National and Local DRRM Councils.



4.3.1 The four (4) representatives of the CSOs shall come from the following categories:

- a. one (1) representative from the academe or independent research institutes (from non-state college/university);
- b. one (1) representative from faith-based CSOs;
- c. one (1) representative from the NGOs/POs;
- d. one (1) representative from professional organizations, foundations or community-based organizations (CBOs).

Representation of CSOs in the four (4) categories shall be possible only if said categories exist in LGUs where the LDRRMC is being constituted.

4.3.2 The lone representative of the Private Sector shall come from the private sector organizations or chambers of commerce organized at the national and local levels, where available.

4.4 For the local council, LDRRMCs shall give preferential consideration to CSOs which are currently operating or implementing projects within the jurisdiction of LGUs where they are applying for membership in the LDRRMC.

4.5 To exercise multi-stakeholders participation in dealing with emergency situations that are harmonized across a wide variety of political units at various levels within a particular area, but that are simultaneously adaptable to specific local needs, and sensitive to the culture and needs of the most vulnerable sectors of the community.

## **5. Conditions of Eligibility for Council Membership**

5.1 To be eligible to sit at the National and Local DRRM Councils, a CSO must be indorsed by the majority of the members of the NDRRMC.

5.2 The CSO shall be of recognized standing within its particular field of competence. It must have a proven track record in DRRM plans, programs, and activities. For CSOs seeking accreditation to sit at the NDRRMC, such proven track record must be national in scope, and for CSOs aspiring for local accreditation, local in scope and preferably corresponding to the jurisdiction of the LGU of the LDRRMC.

5.3 The CSO shall have an institutional structure for managing its own affairs according to its mandate including appropriate mechanisms for effectively participating in the NDRRMC and holding its officers accountable to its members.

- 5.4 In the evaluation of the CSOs, preferential consideration will be given to CSOs that provide the NDRRMC audited and updated financial reports of its past operations, which reports are indicative of its ability to deliver its expected deliverables in sustained manner.
- 5.5 As a general rule, all CSOs must be registered with the Securities and Exchange Commission (SEC). In cases of networks applying for CSO membership at the National level, a Memorandum of Cooperation among the member organizations forming and comprising the network shall substitute for the SEC registration requirement at the National level, provided that said network is officially indorsed by way of an election conducted for the purpose by other networks in the same CSO category. However, CSOs applying for accreditation at the Local level must be registered as a distinct CSO with the SEC, the Cooperatives Development Authority (CDA) or the Department of Labor and Employment (DoLE).
- 5.6 Consistent with its name, all CSO applicants must comply with the qualifications for organization or registration under Philippine laws.
- 5.7 CSO applicants for membership in the Council at the National and Local levels that have participated in any election as party-list representatives to the Philippine Congress shall be ineligible to apply for any seat in the National and Local DRRM Councils.
- 5.8 Prospective applicants for membership in the NDRRMC/LDRRMC shall formally manifest their willingness to support and participate in NDRRMC/LDRRMC activities.

## **6. Application for National and Local DRRM Council Membership**

- 6.1 To be considered for membership in the NDRRMC, a CSO must submit a Letter of Intent (LOI) addressed to the NDRRMC Chairperson, which LOI has been properly endorsed by an accountable organization/official of the organization. The NDRRMC Chairperson shall refer the application to the NDRRMC-TMG, which shall evaluate said application using the conditions for eligibility for membership set in Item 5, make pertinent recommendation as it sees fit and submit said recommendation to the NDRRMC for its consideration and approval.
- 6.2 For membership in the LDRRMC, a CSO must submit its LOI to the LDRRMC Chairperson. The LDRRMC Chairperson shall refer said application to the Local Council for its evaluation and recommendation and submit said recommendation to the LDRRMC for its consideration and approval.
- 6.3 The LOI should contain the primary areas of activity of the CSO and their relationship to the activities of the NDRRMC/LDRRMC in which it wishes to participate.



6.4 The LOI shall be accompanied by the following documents:

- 6.4.1 Official name, address, and date of establishment of the organization and the name(s) of its directors, officers, and legal representative(s).
- 6.4.2 Certificate of Registration with the SEC, and or CDA, or DoLE, or in the case of national networks, a Memorandum of Cooperation, undertaken by its members forming said networks, as the case may be.
- 6.4.3 Authenticated copy of the latest Articles of Incorporation, or the Articles of Cooperation, showing the original incorporators/organizers and its By-Laws accompanied by a Secretary's Certificate identifying the names of its incumbent officers.
- 6.4.4 Financial reports, audited by an independent Certified Public Accountant covering the period it has been in operation to indicate the stability of its financial condition as well as the transparency and accountability of its executive officers to its members.

## **7. Application Process**

The application process shall proceed as follows:

- 7.1 Call for submission of LOI to apply as member of the NDRRMC/LDRRMC by the NDRRMC Chairperson fifteen (15) days after the approval of this Memorandum Circular.
- 7.2 Submission of LOI by the applying registered organization.
- 7.3 The NDRRMC/LDRRMC Chairperson forwards the LOI and required documents to the NDRMMC-TMG/LDRRMC-LC for evaluation and recommendation, and approval of the NDRRMC/LDRRMC.
- 7.4 The NDRRMC-TMG/LDRRMC-LC shall instruct their respective secretariats to check in their database if applicant CSO qualifies under the conditions for eligibility earlier set in Item 6 and whether it has been granted accreditation(s) from other accrediting national government agencies. Any such conferment shall be favorably treated in the evaluation of their applications.
- 7.5 The respective secretariats of the NDRRMC/LDRMC shall evaluate the applications based on the validated documentary submissions and forward their recommendations to the Chairperson of the NDRRMC/LDRRMC for their approval in the four categories of CSO representation in both the National and Local Councils.

- 7.6 The NDRRMC/LDRRMC approves the membership of the candidate CSO, notifies the selected CSO in writing, and its inclusion as one of the members of the NDRRMC/LDRRMC.

## **8. Selection Process**

The selection process shall proceed as follows:

- 8.1 Prospective applicants shall be categorized as representatives of the academe or independent research institutes, NGOs and POs, and professional associations and foundations as provided for in the definition of CSOs in Section 2(c) of R.A. 10121.
- 8.2 The NDRRMC Selection Committee shall give preference and priority to NGOs/CSOs already engaged in DRRM for quite a long time already, with undeniable record of competence in DRRM and Climate Change (CC) initiatives, and some knowledge in policy development.
- 8.3 The Council shall consult existing networks to help in the screening of possible nominees.
- 8.4 At the Local level, the LDRRMCs shall be allowed to set their own criteria/guidelines in the selection of the local CSO and private sector representatives provided said guidelines do not contravene the condition for eligibilities set at the National level.
- 8.5 Through the assistance of the Office of Civil Defense, the CSOs constituency will convene itself to nominate its representation to the NDRRMC.

## **9. Responsibilities of the Four (4) CSOs Council Members**

CSOs Council Members shall have the following responsibilities:

- 9.1 Participate in all activities of their respective Councils such as, but not limited to meetings, conferences, trainings and capacity building programs, advocacy campaigns, response, monitoring, and etc.
- 9.2 Provide updates on their activities to the other Members of the NDRRMC/LDRRMC during their meetings.
- 9.3 Disseminate information on NDRRMC/LDRRMC activities to its members.
- 9.4 Provide the NDRRMC/LDRRMC a copy of Reports on its operations, plans, and financial conditions rendered by its executive officers to its members during its annual general assemblies.
- 9.5 Updated Information Sheet containing its current list of executive officers.



- 9.6 Coordinate with and assist in the conduct of DRRM activities of National and Local DRRM Councils in geographic areas where they operate.
- 9.7 Participate in the monitoring of DRRM activities in their area of operation.
- 9.8 Provide assistance to their respective Councils in the form of technical support and resource mobilization.

#### **10. Term of Office of CSOs and Private Sector Council Members**

- 10.1 CSOs and Private Sector Council Members shall have a term of two (2) years subject for review and evaluation by the NDRRMC-TMG/LDRRMC-LC at the end of the two-year period. A maximum of two (2) consecutive terms only shall be allowed for a Council Member coming from the CSO and the Private Sector.
- 10.2 CSOs and Private Sector Representatives which have finished two (2) consecutive terms may re-apply for membership after a cooling period of one (1) year.

#### **11. Review of Participation by CSOs in the NDRRMC/LDRRMC**

- 11.1 The NDRRMC-TMG/LDRRMC-LC shall conduct a periodic review of the performance of the CSOs and Private Sector Council Members on NDRRMC/LDRRMC activities with a view of recommending to the NDRRMC any measures for improvement it considers appropriate and for the possible renewal of their terms.
- 11.2 For the purpose of the periodic review in Item 11.1, the NDRRMC-TMG shall base its review on annual documentary submissions by the CSOs and Private Sector Representatives concerned as well as feedback gathered from peer organizations.

#### **12. Suspension and Cancellation of Council Membership**

- 12.1 Without prejudice to the application of penal sanctions provided under Section 20 of R.A. 10121 and its Implementing Rules and Regulations, the NDRRMC-TMG may recommend to the NDRRMC the suspension or cancellation the Council membership of any CSO.
- 12.2 The NDRRMC may suspend any CSO if it has concluded that such organization committed any of the following acts or omissions:
  - 12.2.1 The CSO no longer serves the interest of the sector it represents and fails to fulfill its functions as representative of the sector, as reflected in the reports submitted under Item 9.4;

12.2.2 Non-submission of reports for two (2) consecutive years; or

12.2.3 Has furnished manifestly false or inaccurate information.

12.3 The NDRRMC may cancel the Council membership of any CSO if it had concluded that such organization committed any of the following acts or omissions:

12.3.1 Any act prohibited under Section 19 of R.A. 10121; and

12.3.2 Any act inconsistent with the essential aims and principles of the NDRRMC as determined by the National Council.

12.4 CSOs that have been terminated as Members of the Council may re-apply after a period of two (2) years, in accordance with the procedure established in Item 5 and Item 6.

### **13. Procedure in the Suspension and Cancellation of Council Membership**

13.1 The NDRRMC may suspend or cancel membership in the Council coming from the CSO/Private Sector upon the recommendation of the NDRRMC-TMG and the Office of Civil Defense (OCD) for violations of Item 12. At the Local level, the RDRRMC may suspend or cancel the Council membership of the CSO/Private Sector representative based on the recommendation of the LDRRMC for violation of Item 12.

13.1 The Chairperson of the NDRRMC/RDRRMC shall provide a written notification to the Council Member CSO/Private Sector representative that his/her membership in the Council is the subject of a cancellation proceeding. The Council shall provide the organization in question with a reasonable opportunity to submit any comments, observations, or information it deems relevant within seven (7) days upon receipt of notification.

13.2 The Chairperson shall convene the executive members of the Council to deliberate and decide on the suspension or cancellation of membership of the CSO/Private Sector representative. A formal letter indicating the decision of the Council shall be sent to the concerned CSO/Private Sector representative in question.

### **14. Vacancies**

14.1 A vacancy arises when a CSO/Private Sector Council Members fail or refuse to assume office, removed from the Council for failure to comply with the responsibilities assigned to them, their organizations have ceased operations or they have voluntarily resigned.



14.2 When the cases in Item 14.1 arise, the Council shall declare the slot(s) vacant and shall open the application for membership subject to the terms of Item 6.

**15. Effectivity**

This Memorandum Circular shall take effect fifteen (15) days after its complete publication in two national newspapers of general circulation.

**BY AUTHORITY OF THE CHAIR, NDRRMC**



**USEC BENITO T RAMOS**

Executive Director, NDRRMC and

 Administrator, OCD