



*Republic of the Philippines*  
**NATIONAL DISASTER COORDINATING COUNCIL**  
*Department of National Defense*  
*Camp Gen. Emilio Aguinaldo, Quezon City*

**NDCC Memorandum Order**

Number 18  
Series of 1998

**TO :** ALL CHAIRMEN, REGIONAL DISASTER  
COORDINATING COUNCILS (RDCCs)

**ATTN :** ALL REGIONAL DIRECTORS, OCD

**SUBJECT :** *Procedural Guidelines on Calamity Fund Releases to  
the Office of Civil Defense to Support the  
Implementation of Programs, Projects and Activities  
of the Regional Disaster Coordinating Councils  
(RDCCs)*

Effective CY 1998, fund releases or support to the Regional Disaster Coordinating Councils (RDCCs) from the calamity fund appropriation to support the programs, projects and activities of the RDCC shall be coursed through the Office of Civil Defense Regional Centers in their capacity as the executive arm of the Council.

Henceforth, this new fund release system shall be governed by the following guidelines :

1. Calamity Fund Releases from DBM to the Office of Civil Defense for the above purpose shall be recorded in the OCD Books of Accounts as Appropriations Alloted - CF.
2. Fund Transfer of Calamity Fund for the use of RDCC from the OCD - Central Office (CO) to the implementing OCD Regional Centers, shall be covered with a Memorandum of Agreement (MOA) to determine the responsibility and accountability of both parties.



A safer Philippines by the year 2000

*DM*

3. Signatories to the MOA shall be the OCD Administrator and NDCC Executive Officer, representing the OCD Central Office and OCD Field Officer and the Chairman, RDCC, with the approval of the Chairman, NDCC, to be witnessed by the OCD Accountant and the OCD SDO.
4. The OCD Regional Centers, as the custodian of the said fund, shall open up a separate account with the local DBP for RDCC calamity fund allocation as follows :

" Regional Disaster Coordinating Council No. \_\_\_\_\_ c/o  
OCD Regional Center No. \_\_\_\_\_ / (Name of SDO) "

5. All Fund Transfers shall be based on the RDCC Work and Financial Plan, approved by the Chairman, RDCC.
6. All disbursement vouchers chargeable against this Fund shall be signed by the Chairman, RDCC and the OCD Regional Director as the approving and recommending authorities, respectively. Likewise, they are to sign the checks with the initials of the SDO of the OCD Regional Office.
7. Monthly Report of Checks Issued, together with the original copies of Disbursement Vouchers, supporting documents and duplicate checks, shall be submitted to Accounting, OCD Central Office. The Monthly Report of Actual Fund Utilization and Accomplishment, including the Narrative Report, shall be prepared and submitted, duly signed by the Chairman, RDCC, the OCD Regional Director and Special Disbursing Officer, on or before the 5<sup>th</sup> day of the month.
8. In case Calamity Fund shall be sub-allocated to another government agency (member-agencies of RDCC) or local government units, to support RDCC programs, projects, activities, a Sub - MOA shall be executed between the RDCC and OCDRC and the implementing agency/LGU, providing, among others, the amount to be sub-allocated and the responsibilities of both parties.

87

9. Signatories to the Sub - MOA shall be the RDCC Chairman and the OCD Field Officer and the Regional Director/Head of the implementing agency/LGU, for approval of the NDCC Executive Officer on behalf of the Chairman, NDCC.
10. All Fund Transfers to implementing member/s of the RDCC or LGUs shall be based on the approved RDCC Work and Financial Plan.
11. The implementing agency/LGU shall issue an Official Receipt for every amount received from the OCDRC.
12. The implementing agency/LGU, shall submit the monthly liquidating instruments to OCDRC on or before the 3<sup>rd</sup> day of the following month, for submission to Accounting, OCD Central Office.
  - a) Monthly Report of Disbursements and/or Report of Checks Issued, including the Monthly Report of Actual Fund Utilization and Accomplishment with Narrative Report. Both reports shall be approved and certified by the Regional Director and/or Local Chief Executive and Accountant of the implementing agency, duly verified and found correct by the Regional/Local Auditor.
  - b) Certified xerox copies of the MOA and Official Receipt.

For guidance and compliance.

*Orlando S. Mercado*

ORLANDO S MERCADO  
*Secretary, DND*  
*and*  
*Chairman, NDCC*