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REPUBLIC OF THE PHILIPPINES

**Department of Budget and Management**

Boncodin Hall, General Solano Street, San Miguel, Manila

March 15, 2012

**MEMORANDUM**

FOR : All DBM Regional Directors

FROM : Undersecretary Mario L. Relampagos

SUBJECT : **Local Disaster Risk Reduction and Management Offices (LDRRMOs) in Local Government Units (LGUs)**

- 1.0 This is to address the issues raised in relation to the memorandum of the undersigned to DBM Regional Directors dated August 12, 2011, providing guidelines on the establishment of LDRRMOs in LGUs pursuant to Republic Act (R.A.) No. 10121, "Philippine Disaster Risk Reduction Management Act of 2010," copy attached.
- 2.0 The pertinent provisions of R.A. No. 10121 follow:
  - 2.1 Section 12(a) thereof provides that an LDRRMO shall be established in every province, city, and municipality. A *Barangay* Disaster Risk Reduction and Management Committee (BDRRMC) shall be established in every *barangay*.
  - 2.2 Section 12(b) thereof provides that an LDRRMO shall be under the Office of the Provincial Governor/City Mayor/Municipal Mayor or under the *Punong Barangay*, as in the case of BDRRMC. The LDRRMO shall be initially organized and composed of a Disaster Risk Reduction and Management Officer to be assisted by three (3) staff responsible for: administration and training, research and planning, and operations and warning.
- 3.0 Hereunder are the revised and more detailed guidelines:
  - 3.1 In line with Section 76 of Republic Act No. 7160, "Local Government Code of 1991," every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed under CSC MC No. 19, s. 1992.
  - 3.2 Pursuant to CSC MC No. 19, s. 1992, the organizational level of an LGU to be tasked local disaster and risk reduction management **may be created by the sanggunian** as a department, a division, or section, based on the following:

- A **Section level** shall be composed of at least three (3) personnel performing similar tasks and headed by an employee with a rank of Section Chief. This unit shall be under the direct supervision of the Office of the Provincial Governor/City Mayor/Municipal Mayor.
- A **Division level** shall be composed of at least two (2) sections performing dissimilar tasks but related functions and headed by an employee with a rank of Division Chief. This unit is under the direct supervision of the Office of the Provincial Governor/City Mayor/Municipal Mayor.
- A **Department level** shall be composed of at least four (4) divisions headed by an employee with a rank of Department Head. This unit shall be under the general supervision of the Office of the Provincial Governor/City Mayor/Municipal Mayor which is similar to the offices created under Section 3 of CSC MC No. 19, s. 1992.

3.3 The following position titles and their corresponding salary grades which are now deemed included in the "Index of Occupational Services, Position Titles and Salary Grades for Local Governments," in view of said memorandum from the undersigned dated August 12, 2011, may be used in the classification of technical positions for LDRRMOs:

Civil Defense Assistant, SG-8  
 Civil Defense Officer I, SG-11  
 Civil Defense Officer II, SG-15  
 Civil Defense Officer III, SG-18  
 Civil Defense Officer IV, SG-22  
 Civil Defense Officer V, SG-24

The use of the above-listed position titles will depend on the level of difficulty and complexity of the work to be performed, the level of the organizational unit in an LGU, and the standards set in item 9.2.1.5 of the "Manual on Position Classification and Compensation".

3.4 Considering the foregoing and applying the standards set under item 9.2.1.5 of said Manual, the highest position of Civil Defense Officer below the Assistant Department Head of an LGU shall be as follows:

LGU	Department Head	Assistant Department Head	Highest Position Below the Assistant Department Head
Provinces	Provincial Government Department Head, SG-27	Provincial Government Assistant Department Head, SG-24	Civil Defense Officer IV, SG-22
Special Cities	City Government Department Head III, SG-27	City Government Assistant Department Head III, SG-25	Civil Defense Officer V, SG-24

LGU	Department Head	Assistant Department Head	Highest Position Below the Assistant Department Head
Highly Urbanized Cities	City Government Department Head II, SG-26	City Government Assistant Department Head II, SG-24	Civil Defense Officer IV, SG-22
Component Cities	City Government Department Head I, SG-25	City Government Assistant Department Head I, SG-23	Civil Defense Officer IV, SG-22
1 <sup>st</sup> to 3 <sup>rd</sup> Class Municipalities	Municipal Government Department Head I, SG-24	Municipal Government Assistant Department Head I, SG-22	Civil Defense Officer III, SG-18
4 <sup>th</sup> to 6 <sup>th</sup> Class Municipalities	Municipal Government Department Head I, SG-24	Municipal Government Assistant Department Head I, SG-22	Civil Defense Officer II, SG-15

- 3.5 To initially staff an organizational unit concerned with local disaster and risk reduction management, the *sanggunian* may opt to transfer vacant positions to said organizational unit, and convert (abolish them and create positions in their stead) these positions accordingly.
- 3.6 Existing LDRRMOs should be in accordance with the guidelines/standards prescribed herein.
- 3.7 **The Personal Services (PS) requirement of positions created for an LDRRMO shall be funded from LGU funds and is subject to the PS limitation in LGU budgets, in view of the following reasons:**
- Section 325(a) of R.A. No. 7160 provides that the total appropriations for PS shall be subject to the 45%/55% PS limitation in an LGU budget;
  - There is no express provision in R.A. No. 10121 waiving the PS limitation in LGU budgets;
  - Section 7 (c) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, "Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and Base Pay Schedule of Military and Uniformed Personnel in the Government, and for Other Purposes," approved on June 17, 2009, provides that only the following items are waived from the PS limitation LGU budgets: minimum Year-End Bonus of P1,000 for the *Punong Barangay* and P600 for other mandatory *barangay* officials and terminal leave benefits, as far as *barangay* governments are concerned; and
  - Section 9 of CSC MC No. 19 reiterates the budgetary limitation on PS under Section 325(a) of R.A. No. 7160.

**The PS requirement shall not be charged against the Local Disaster Risk Reduction and Management Fund.**

4.0 For information/reference.

5.0 This supersedes said memorandum dated August 12, 2011.

**MARIO L. RELAMPAGOS**

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