

## **Security Protocol for PAMANA Implementing Partners**

### ***Background:***

The implementation of Payapa at Masaganang Pamayanan (PAMANA) Program in areas vulnerable to and affected by conflict exposes its implementers/community development workers to security risks and threats. Hence, there is a need for security policies/guidelines that would ensure the necessary security arrangements to be provided to PAMANA implementers whenever they travel to this conflict affected or conflict vulnerable areas.

### ***Coverage:***

This protocol or security arrangements shall apply to all officials, employees and persons performing PAMANA-related undertakings.

#### **A. Coordinating Instructions**

1. All Administrative Units or the designated Unit of the respective PAMANA implementing agencies (DA, DILG, DSWD, DAR, etc) shall be directly responsible for the monitoring and coordination in terms of security. Its function is to assess the peace and order situation in the area where officials and personnel will travel or are stationed. Its functions also include coordination with the PNP, AFP and other government agencies in providing security arrangements to all officials, employees and persons performing PAMANA related undertakings.
2. Security arrangement shall be mandatory to all travelling officials and personnel. However, security arrangements may vary depending on situations.
3. A Crisis Management Committee under the PPOC shall be created and convened during crisis situations as a coordinating body. This will be composed of the AFP Brigade Commander, the PNP Provincial Director, DILG Provincial Director, PSWDO, OPAPP and the Provincial Director of the concerned implementing agency. Extraordinary Actions or decisions shall during crisis situations require clearance from the Crisis Management Committee.

#### **B. Procedures for Security Coordination**

1. All Government Partner Agencies implementing PAMANA programs, projects and activities, field personnel and LGU implementing partners are required to inform the Philippine Army and the PNP Units regarding official travel to conflict-affected areas.
  - a) A formal communication informing of the said travel shall be forwarded to the AFP/PNP covering the area of their travel for at least (3) days before the scheduled departure, or in case of urgent travel, immediately upon knowledge thereof.
    - If the said travel covers more than 1 province within a region, a letter shall be forwarded and addressed to the Regional Director of the PNP having in attention to the Regional Operations and Plans Division and



Republic of the Philippines  
**REGIONAL PEACE AND ORDER COUNCIL**  
Region XIII (Caraga)

---

Division Commander in attention to the Brigade and Battalion Commander of the PNP and AFP, respectively.

- If the said travel is within the province, a letter shall be forwarded and addressed to the Provincial Police Director and Brigade Commander having in attention to the Battalion Commander of the PNP and AFP, respectively.
  - b) The nearest AFP Unit (Division/Battalion) shall be informed of the scheduled travel to upland barangays and the nearest PNP Office for travel to carline and island barangays.
  - c) The concerned AFP/PNP units should be provided with the complete Itinerary of Travel and contact Numbers of officials or personnel who will travel.
  - d) Concerned agency shall make follow-up on the request through a phone call or a text message to ensure that the request reached the concerned AFP/PNP accordingly.
2. The concerned implementing agency shall request for “threat assessment” from the AFP and PNP whether or not it is safe for the official or personnel to travel on their area of destination. The threat assessment would be the basis for the protective security package to be afforded to implementing partners.
    - a) No travel to PAMANA Areas will be recommended for approval without a security clearance from the AFP/PNP. Cancelling or rescheduling of the proposed travel when the risk of imminent violence is high or perceived as high should be recommended.
    - b) If given advice to travel, the Admin Unit shall inquire from the PNP and AFP if security arrangements are necessary for the travelling official or personnel. If security arrangement is recommended by the PNP or AFP, the Admin Unit shall inform the official or personnel of such recommendation.
  3. The kind or level of security arrangement to be provided by the PNP and AFP shall always be subject to the approval of the travelling official or personnel.
  4. If close-in security is recommended, the Head of Agency concerned will be required to make a formal representation with the PNP.
  5. The AFP/PNP must always have direct contact with officials and personnel during travels. The traveling official or personnel must be provided with the contact numbers of the head of the PNP or AFP unit protecting them or vice-versa and shall provide real-time updates on his/her travel.
  6. Upon arrival to the destination, it is advised that the travelling personnel reports to the nearest AFP/PNP camp for security briefing, to include information on critical areas to be avoided and dead spots for cell phone/radio signals.
  7. In case of emergency situation, directly coordinate with your immediate supervisor, the AFP and the PNP where you last coordinated/point of origin.



a) Provide accurate details of the nature of the threat and incidents for an appropriate course of action.

8. All coordination/reports should be treated with confidentiality by all concerned.

### **C. Assessment**

After every crisis or security threat, the Crisis Management Committee shall make summary and assessment report to be submitted to the PPOC. Further, a stress debriefing shall be given by the concerned agency to the staff who were caught in the crisis.

Further, all PAMANA partner agencies must have a well-maintained incident report system to help field offices analyze, assess, identify and react to any situation in the area.

### **D. Policy Recommendations for Partner Agencies**

1. All PAMANA partner agency shall develop a security directory of all AFP/PNP personnel at all levels i.e. Regional and Provincial Police Offices, Division, Brigades and Battalions.
2. Develop Professional skills related to risk assessment and safety promotion. Training for all new staff on safety procedures should be conducted by safety trainers with extensive experience in understanding the complexity of potentially dangerous situations in a variety of human service settings.
3. Enhance facilitation Skills of Community/Development Workers in conducting community immersion activities.
4. Conduct comprehensive screening of the Community Facilitators (CFs)/Development Facilitators' (DFs) personal background. At times, harassments are made not against the program but against the person. Hire personnel who were not involved in surveillance or military work in the past.
5. Request the AFP/PNP to issue security advisory/ updates regularly, with anticipation of NPA activities, milestones or important dates where atrocities are most likely to happen so that travel itineraries can be adjusted.
6. Evaluate needs of CFs/DFs for safety equipment and implement where necessary. This may include portable phones with recorders and cameras and emergency kits.
7. Develop procedures to communicate/report violence when danger exists and at the first signs of agitation including enlisting assistance.
8. Secure commitment from the LGUs relative to their efforts to protect the PAMANA implementing partners and the projects. Some of the concrete support that can requested may include the following:
  - a. Twenty Four Hours duty of the Barangay Tanod if there is an activity in the barangay;
  - b. Barangay officials to serve as escorts to implementing partners;
  - c. Agreement not to conduct barangay assemblies during night time;



Republic of the Philippines  
**REGIONAL PEACE AND ORDER COUNCIL**  
Region XIII (Caraga)

---

- d. Barangay Officials to be the one to talk/confront/face the NPAs in case the community facilitators are being confronted. (There is the common perception that the barangay officials know these people personally);
  - e. Provision of security updates.
9. Agency Personnel shall conduct insurgency mapping in their area of responsibility and maintain up-to-date inventory of the situation which shall also be accessible to all agency personnel.
  10. If there are reported clashes between armed groups, all field workers shall refrain from going to affected and even neighboring areas until given clearance by the AFP/PNP.
  11. In cases of reported attack on civilians or government buildings and facilities by armed groups, all field workers shall be immediately pulled out of the affected areas.
  12. If unavoidably caught in the crossfire or clashes, every field worker or the traveling personnel shall exercise self protective measures.
  13. Always remain calm during crisis (occurrence of violence, incidence of hostage taking or abduction) and cooperate. Do not attempt to provoke or duel the abductors or hostage takers. Further, a team leader should be identified among the travelling personnel and stand on the ground calmly explaining the purpose of the travel.
  14. Do not carry documents or materials that might be misconstrued as subversive or anti-government.
  15. Refrain from wearing agency uniforms and using/riding marked military vehicles, if necessary.
  16. Valuable items which are insignificant should not be brought during monitoring so as not to entice/give negative impression.
  17. Civilian Contractors of PAMANA projects involving heavy equipment must need more encompassing security arrangement with the AFP/PNP considering the limited troop.
  18. A briefing should be conducted to the field workers in order to sanitize the types of questions and responses that might be encountered in the area.
  19. Avoidance in the discussion of political/dynamics in the area in order not to provoke the feelings of the people.





Republic of the Philippines  
**REGIONAL PEACE AND ORDER COUNCIL**  
Region XIII (Caraga)

---

