



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 29 2024

MEMORANDUM

**REITERATION OF THE PROCEDURES AND REQUIREMENTS FOR THE
CONDUCT OF REGIONAL PROJECT VALIDATION AND EVALUATION (RPVE)
AND POST-DISASTER NEEDS ASSESSMENT (PDNA)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Principals / OICs
All Others Concerned

- Attached is Regional Memorandum No. 817, s. 2024 dated August 15, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
- Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:

SAFETY EDUCATION COMMUNICATIONS

ELK/ REITERATION OF THE PROCEDURES AND REQUIREMENTS FOR THE CONDUCT OF
REGIONAL PROJECT VALIDATION AND EVALUATION (RPVE) AND POST-DISASTER NEEDS
ASSESSMENT (PDNA)
301 /August 22, 2024

UN-2024-301

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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



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August 15, 2024

REGIONAL MEMORANDUM

No. 817, s. 2024

To: Schools Division Superintendents
All Others Concerned

**REITERATION OF THE PROCEDURES AND REQUIREMENTS FOR THE
CONDUCT OF REGIONAL PROJECT VALIDATION AND EVALUATION (RPVE)
AND POST-DISASTER NEEDS ASSESSMENT (PDNA)**

- Attached is National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 153, s. 2024, as a reiteration of the provisions of NDRRMC MC 01, s. 2024 pertaining to the prescribed processes, responsible offices, and indicative timelines in the conduct of Rehabilitation and Reconstruction: Regional Project Validation and Evaluation (RPVS) and Post-Disaster Needs Assessment (PDNA). This is in response to project proposals for rehabilitation and recovery projects being submitted to the Office of Civil Defense with incomplete requirements.
- Should you have any question or concerns on the abovementioned subject, you may contact **Ms. Kianna Gonzales** of the Education Facilities Division through **8638-7110** or email at ousif.efda@deped.gov.ph.
- For your strict compliance.


JOCELYN DR ANDAYA
 Director IV



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR SCHOOL INFRASTRUCTURE AND FACILITIES

MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT
ALL OTHERS CONCERNED

FROM : EPIMACO V. DENISING III
Undersecretary for School Infrastructure and Facilities

SUBJECT : REITERATION OF THE PROCEDURES AND REQUIREMENTS FOR THE CONDUCT OF REGIONAL PROJECT VALIDATION AND EVALUATION (RPVE) AND POST-DISASTER NEEDS ASSESSMENT (PDNA)

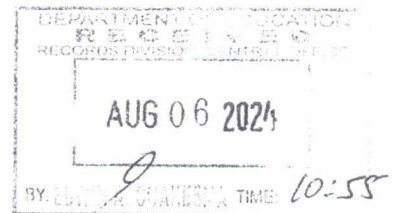
DATE : JULY 31, 2024

This Office would like to cascade the attached National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 153, s. 2024, as a reiteration of the provisions of NDRRMC MC 01, s. 2024 pertaining to the prescribed processes, responsible offices, and indicative timelines in the conduct of Rehabilitation and Reconstruction: Regional Project Validation and Evaluation (RPVE) and Post-Disaster Needs Assessment (PDNA). This is in response to project proposals for rehabilitation and recovery projects being submitted to the Office of Civil Defense with incomplete requirements.

Should you have any questions or concerns on the abovementioned subject, you may contact **Ms. Kianna Gonzales** of the **Education Facilities Division** through **8638-7110** or email at ousif.efd@deped.gov.ph.

For your strict compliance.

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REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

JUL 17 2024

MEMORANDUM
No. 153, s. 2024

TO : ALL CONCERNED NDRRMC MEMBER-AGENCIES
AND RDRRMC MEMBER-AGENCIES

SUBJECT: ROLES AND RESPONSIBILITIES, STANDARD LIST OF
REQUIREMENTS, PROCEDURES, AND TIMELINES FOR
PDNA, RRP AND RPVET

It has been observed that the OCD continues to receive rehabilitation and recovery project proposals with incomplete requirements or without proper endorsements which impede the speedy processing of these much needed projects.


In this regard, provisions of NDRRMC MC 01, s. 2024 pertaining to the ~~conduct of Regional Project Validation and Evaluation (RPVE) and PDNA~~ are hereby reiterated for strict compliance. Specifically, Annex 5.A.1 *Process Flow for Rehabilitation and Reconstruction: Regional Project Validation and Evaluation Team (RP-VET)* prescribes the processes, office responsible and indicative timelines in the conduct of RPVE. Additionally, Annex 5.A.2 *Process Flow for Rehabilitation and Reconstruction: Post-Disaster Needs Assessment (PDNA)* prescribes the process, office responsible and indicative timelines in the conduct of PDNA.

Further, Section 6.2 Sectors and Responsible Agencies of NDRRMC Memorandum no. 153, s. 2021 prescribed the roles and responsibilities of NGAs with regards to the conduct of PDNA.

For strict compliance.

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FOR THE CHAIRPERSON, NDRRMC:


/r **UNDERSECRETARY ARIEL F. NEPOMUCENO**
Executive Director, NDRRMC and
Administrator, OCD 

Annex 5: Rehabilitation and Reconstruction (Medium to Long Term Needs for Build Back Better)

Annex 5-A: Process Flow for Rehabilitation and Reconstruction: Regional Project Validation and Evaluation Team (RP-VET)

| Process | Office Responsible | Indicative Timeline |
|---|--------------------|--|
| Pre-Requisite Activities | | |
| 1. Review Damage and RDANA Reports, Call for Proposals | RPVET | 1-2 weeks after RDANA |
| 2. Conduct actual inspection and site validation or virtual validation of shortlisted projects and come up with a final list of priority projects with corresponding amount for possible consideration from the NDRRM Fund. Then, the RP-VET endorses the same to the RDRRMC Chairperson for review and approval. <ul style="list-style-type: none"> For this purpose, RP-VET utilizes the Project Review Evaluation Checklist Template and shall consider the regular programming and budget of LGUs and NGAs in determining which projects are to be parts of final list of RDRRMC priorities. | RPVET | 1-2 weeks |
| 3. RDRRMC Chairperson approves the list of priority projects with amount and endorses it to the OCD Central Office together with the RP-VET report and geo-tagged photos. <ul style="list-style-type: none"> The concerned OCDRO informs the concerned requesting parties to submit the complete documentary requirements relative to their proposal within three (3) months upon notification of eligibility. | RDRRMC | 3 working days |
| 4. The proponent requesting party submits complete documentary requirements to the concerned OCDRO in accordance with the NDRRMC Memo on Administration of NDRRM Fund. | Requesting Party | Not more than three (3) months upon notification of proposal eligibility |
| Target Timeline | | 3-4 months and 3 weeks |

Annex 5. Rehabilitation and Reconstruction (Medium to Long Term Needs for Build Back Better)

| Start of Processing of Request | | |
|---|------------------------------|------------------------------------|
| 5. Upon receipt of the request, OCD Central Office conducts further review and evaluation as to inclusion in priority list and the completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the President. | OCD Central Office | 1-2 weeks |
| 6. Review, approval, and signature of the SND/C, NDRRMC of the recommendation to OP. | DND | 1-2 weeks |
| 7. Upon approval and signature of the SND/C, NDRRMC, submit the NDRRMC recommendation to the Office of the President for approval. | OCD Central Office | Within two (2) working days |
| | Target Timeline | 2-4 weeks |
| | Total Target Timeline | 4-5 ½ months |

Annex 5. Rehabilitation and Reconstruction (Medium to Long Term Needs for Build Back Better)

Annex 5.A.2. Process Flow for Rehabilitation and Reconstruction: Post-Disaster Needs Assessment (PDNA)

| Process | Office Responsible | Indicative Timeline |
|---|--------------------|------------------------------|
| Pre-Requisite Activities | | |
| 1. Conduct of Post Disaster Needs Assessment | N/RDRRMC | 2 months |
| 2. Formulation of the Rehabilitation and Recovery Program <ul style="list-style-type: none"> • Identification of Priorities for NDRRMF • Determination of LGU Capacity to Implement Projects | N/RDRRMC | 1 month |
| 3. Submission of proposals with complete documentary requirements for the identified priorities | Requesting Party | 1 to 3 months |
| Target Timeline | | 4-6 months |
| Start of Processing of Request | | |
| 4. Upon receipt of the request, OCD Central Office conducts further review and evaluation as to inclusion in priority list and the completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the President. | OCD Central Office | Within five (5) working days |
| 5. Review, approval, and signature of the SND/C, NDRRMC of the recommendation to OP. | DND | Within five (5) working days |
| 6. Upon approval and signature of the SND/C, NDRRMC, submit the NDRRMC recommendation to the Office of the President for approval. | OCD Central Office | Within two (2) working days |
| Target Timeline | | 12 working days |
| Total Target Timeline | | 4 to 6 ½ months |

Annex 5. Rehabilitation and Reconstruction (Medium to Long Term Needs for Build Back Better)

Annex 5B. Documentary Requirements for Rehabilitation and Reconstruction

| <u>Non-Infrastructure:</u> | <u>Infrastructure:</u> |
|---|---|
| <ol style="list-style-type: none"> 1. Endorsement Letter from LCE or Agency Head with Project Proposal Template; 2. Work and Financial Plan with List of Target Beneficiaries (for Resettlement Projects); 3. Social Awareness and Consultations for Beneficiary Community/Family (for Resettlement Projects); 4. Certificate of Land Availability, Transfer Certificate of Title or Deed of Sale or Donation for Resettlement Projects). | <ol style="list-style-type: none"> 1. Endorsement Letter from LCE or Agency Head with Project Proposal Template; 2. Project Design documents Program of Works, Detailed Engineering Design, etc.; 3. Calamity Damaged Report with Geotagged and Time-Stamped Photo; 4. Certificate of Unavailability of Funding (For LGUs accompanied by LDRRM and Special Trust Fund and Received NDRRM Fund Utilization Report – COA Stamped) <p><u>Additional Requirements:</u></p> <ol style="list-style-type: none"> 1. Certification from DPWH of compliance to standard design and costing (For LGUs); 2. Certification of Capability to Implement Infrastructure Project (For LGUs); 3. Hazard Assessment of Project Location (for Reconstruction/Construction of Damaged Facility to a New Location) |

Annex 5. Rehabilitation and Reconstruction (Medium to Long Term Needs for Build Back Better)

Annex 5C. Menu of Projects for Rehabilitation and Reconstruction

1. Major repair or reconstruction of roads and bridges and its auxiliary parts (e.g. collapsed road and bridges, slope protection);
2. Major repair/reconstruction of damaged schools, hospitals, and other public buildings;
3. Repair/rehabilitation/reconstruction of damaged irrigation facilities;
4. Repair/rehabilitation/reconstruction of damaged disaster mitigating structures such as flood control, dikes, river control, sea wall, etc;
5. Resettlement Program for displaced population due to disasters;
6. In the case of El Niño, priority programs and projects identified in RRP or by the concerned RDRRMC.

Memorandum No. 153s 2024 ROLES AND RESPONSIBILITIES, STANDARD LIST OF REQUIREMENTS, PROCEDURES AND TIMELINESS FOR PDNA, RRP AND RPVET

OCD PDEMD <pdemd@ocd.gov.ph>

Thu 7/18/2024 8:28 AM

To:OCD Region1 <region1@ocd.gov.ph>;OCDRO2 <ocdrc2@gmail.com>;ocdregion3@gmail.com <ocdregion3@gmail.com>;OCD Region4A <region4a@ocd.gov.ph>;OCD Mimaropa <mimaropa@ocd.gov.ph>;OCD Region5 <region5@ocd.gov.ph>;OCD Region6 <region6@ocd.gov.ph>;OCD Region7 <region7@ocd.gov.ph>;OCD Region8 <region8@ocd.gov.ph>;OCD Region9 <region9@ocd.gov.ph>;OCD Region10 <region10@ocd.gov.ph>;OCD REGION11 <ocdregion11@gmail.com>;OCD Region12 <region12@ocd.gov.ph>;OCD Armm <armm@ocd.gov.ph>;OCD Car <car@ocd.gov.ph>;OCD Caraga <caraga@ocd.gov.ph>;OCD NCR <ncr@ocd.gov.ph>;Roel de la Cruz <roel.delacruz@philsa.gov.ph>;Chairman Cda <chairman@cda.gov.ph>;ofad@cda.gov.ph <ofad@cda.gov.ph>; helpdesk@cda.gov.ph <helpdesk@cda.gov.ph>;od@lmb.gov.ph <od@lmb.gov.ph>;lppd@lmb.gov.ph <lppd@lmb.gov.ph>;info@ched.gov.ph <info@ched.gov.ph>;asec.foo@dar.gov.ph <asec.foo@dar.gov.ph>; director.parcsec@dar.gov.ph <director.parcsec@dar.gov.ph>;do@bfar.da.gov.ph <do@bfar.da.gov.ph>; lonnagermo@gmail.com <lonnagermo@gmail.com>;baraocorlaine@gmail.com <baraocorlaine@gmail.com>; nskatada.dr@gmail.com <nskatada.dr@gmail.com>;oposcpd@pca.gov.ph <oposcpd@pca.gov.ph>; fwidd.pca@gmail.com <fwidd.pca@gmail.com>;Office of the Undersecretary for School Infra & Facilities (OUSIF) <ousif@deped.gov.ph>;Education Facilities Division Office of School Infrastructure Facilities <ousif@deped.gov.ph>; Office of the Senior Deputy Administrator <osda@nia.gov.ph>;marc.nito@deped.gov.ph <marc.nito@deped.gov.ph>; Administrator's Office <adminoffice@nia.gov.ph>;Disaster Risk Reduction Service <drmo@deped.gov.ph>;Operations Department <od@nia.gov.ph>;ofc@bfp.gov.ph <ofc@bfp.gov.ph>;TESDA-Office of the Director General <odg@tesda.gov.ph>;kaazarsadias@tesda.gov.ph <kaazarsadias@tesda.gov.ph>;oddgpp@tesda.gov.ph <oddgpp@tesda.gov.ph>;OCD Region3 <region3@ocd.gov.ph>;Office of Civil Defense Region 3 <r3.rdrmc.ocd@gmail.com>;OCD Region2 <region2@ocd.gov.ph>;OCDRO- I <ocdrc1@yahoo.com>;Cynthia A. 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1 attachments (235 KB)

Memorandum-No-153s-2024-Roles-and-Responsibilities-standard-list-or-requirements-procedures-and-timeliness-for-PDNA-RRP-and-RPVET.pdf;

Dear Ma'am/Sir:

Greetings with Peace and Prosperity!

This is reference to the Memorandum no. 153 dated 17 July 2024 attached with process flow of RP-VET AND PDNA.

In this regard, provision of NDRRMC MC 01, s 2024 pertaining to the conduct of Regional Project Validation and Evaluation (RPVE) and PDNA are hereby reiterated for strict compliance.

Please acknowledge this email upon receipt. Attached herewith is the file for your reference.

Thank you and good day!

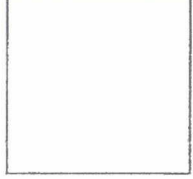
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