



Training in Formulating BDRRM Plan and Strengthening BDRRM Committee using the Quality Assurance System (English)



Save the Children



INTRODUCTION




The Philippines is among the countries in the world that is most vulnerable to both natural and man-made disasters, and Filipinos often suffer the immediate consequences of these calamities.

Statistics from recent disasters show a high percentage of casualties, injuries, and damage to property and infrastructures arising from these events. Affected families and individuals often decry lack of immediate assistance, and sufficient and timely aid. This is despite numerous efforts from government and the private sector to ensure community preparedness during disasters.

As the lead agency on disaster preparedness and management, the Department of Interior and Local Government (DILG) launched '*Operation Listo*', a nationwide program aimed at strengthening the capacities of local government leaders, particularly in the barangay level to prepare for impending calamities and disasters, and ensure the safety of their constituents.

One of the most important projects under Operation Listo is ensuring that every barangay develops a quality and comprehensive Barangay Disaster Risk Reduction and Management (BDRRM) Plan and strengthen the Barangay Disaster Risk Reduction and Management Committee (BDRRMC) to better prepare for any disaster or emergency that could be experienced by the community.

In partnership with the Local Government Academy (LGA) and Save the Children Philippines (SCP), the Regional Technical Working Groups represented by various government agencies, civil society organizations and learning resource institutes, developed the **Quality Assurance System** to assist in creating a quality BDRRMP Plan and strong BDRRMC.



OBJECTIVES

After the course of discussion of this module, the trainee is expected to:

- Understand the Quality Assurance System, why it is important, and how it started;
- Learn how to access the and use the Quality Assessment Tool;
- Be able to create a BDRRM plan using the results of the Quality Assessment and the BDRRM Plan Template;
- Learn how to strengthen the Barangay Disaster Risk Reduction and Management Committee
- Identify the roles of the different stakeholders, their strengths and weaknesses of the BDRRM Plan, as well as areas for improvement.

I. Introduction to Quality Assurance System

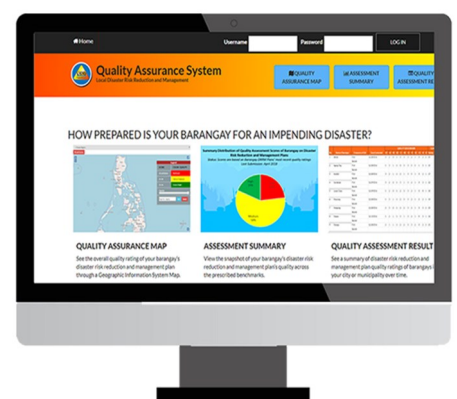
The **Quality Assurance System (QAS)** is a system developed to assist the local government units in formulating a quality BDRRM, particularly in the barangay level. Through the QAS, stakeholders will be able assess and address the weaknesses and gaps in their current Disaster Risk Reduction and Management plan and committee.

QAS ensures that the BDRRM Committee has a high level of knowledge and awareness to properly implement the activities set out in the plan. QAS also ensures that there is active and meaningful participation of the community and the vulnerable groups such as children, children affected in the midst of war, youth, women, pregnant women, breastfeeding mothers, the elderly, the disabled and indigenous people in planning.

The QAS ensures active and meaningful participation of the communities in the planning, including vulnerable sectors, such as: children and the youth, children in the face of conflict, women, pregnant, lactating mothers, elderly, persons with disabilities, and indigenous groups.

The QAS is comprised of two (2) components: the **Quality Assessment Tool (QAT)**, which supplements the Barangay Disaster Risk Reduction and Management (BDRRM) Plan. It provides a checklist of essential items that should comprise a quality and comprehensive plan.

The second is the **BDRRM Plan Template**, which serves as a guide for the Barangay Disaster Risk Reduction and Management Committee (BDRRMC) in formulating their plan.



The implementation of the QAS in all communities in the county is based on four (4) important legal bases.

They are as follows:

- Republic Act 10121: “The Philippine Disaster Risk Reduction and Management Act of 2010”
 - An Act strengthening the Philippine Disaster Risk Reduction and Management System. This law mandates a more comprehensive National Disaster Risk Reduction and Management Framework and ensures that every community will have a DRRM Plan, and the appropriation of funds therefore.
- Republic Act 10821: “The Children’s Emergency Relief and Protection Act of 2016”
 - An Act mandating the provision of emergency relief and protection of children before, during, and after disasters and other emergency situations.
- National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 147, series of 2017, amended by NDRRMC MC No. 13, series of 2018
 - A Memorandum Circular that provides guidance to all local government units (LGU) on the review of Local Disaster Risk Reduction and Management (LDRRM) Plans.
- National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 1, series of 2018
 - A Memorandum Circular that institutionalizes the QAS as a tool in ensuring the quality, comprehensibility and standardization of the BDRRM plans in all LGUS

Included in the Quality Assurance System is the “Technical Guide Notes”, a guide that informs users of the BDRRM Plan template and Committee. It aims to help local governments that provide technical support to barangay to come up with a high-quality plan to strengthen the BDRRM Committee. This technical guide notes contain the terminology, proposed BDRRMC structure, roles and responsibilities of the Barangay Development Council and Barangay Disaster Risk Reduction and Management Committee, process and step by step procedure in conducting the Participatory Community Risk Assessment (PCRA), etc. in the community.

II. The Quality Assessment Tool (QAT)

The QAT is the first component of the QAS, which is used to assess the quality of a BDRRM Plan and status of the BDRRM Committee. This has nine (9) primary elements and 12 benchmarks that indicate the aspects that need to be included the BDRRM Plan and committee, based on RA 10121, RA 10821, and other legal bases.

A. Elements of the Quality Assessment Tool

Based on the QAT, a high-quality BDRRM Plan and capacitated Committee comprises of the following elements:

Elements	Description
1. The barangay has an organized Barangay Disaster Risk Reduction and Management Committee or BDRRMC .	This committee is comprised of community officials and other local sector representatives, who will lead in the planning and other activities pertaining to DRRM and health components.
2. Participatory Community Risk Assessment analyzing possible risk in the community as basis for planning and strengthening the committee	This identifies the possible risks in the barangay, as well as the population, properties, and infrastructures that can be potentially affected by disasters. The Community Risk Assessment should involve different vulnerable groups in the community.
3. Fund allocation for the identified programs, projects and activities.	Just like any program, the implementation of the BDRRM Plan and capacitating the BDRRM Committee requires sufficient funding. This is also mandated by RA 10121.
4. Clear and active participation of communities, civil society organizations, and vulnerable sectors in the processes and activities of the BDRRM.	Every member of the community shall participate in BDRRM --from planning to implementation, to ensure that the plan responds to the needs of all sectors in the community.
5. There are ample and appropriate activities and equipment to strengthen the capacity of the BDRRMC.	Members of the BDRRMC need to engage in activities that will capacitate them, and increase their skills and knowledge on DRRM. The BDRRMC should identify the necessary trainings to include in the plan.
6. Conduct activities and trainings to educate communities.	The BDRRMC should conduct learning sessions to members of the community, through orientations and trainings on DRRM.
7. Monitoring and Evaluation methods to analyze the implementation of identified programs, projects and activities.	Monitoring the implementation of the BDRRM Plan is one of the essential roles of the BDRRMC in order to identify and evaluate the strengths and weaknesses of the plan and the committee in order to address the needs immediately.



Elements	Description
8. Local policies, such as executive orders, barangay resolutions, and ordinances that support the plan and its implementation.	This provides formal and legal basis to implement programs projects, and activities within the barangay that adheres to the local context and situations.
9. Sufficient Early Warning System and Evacuation Plan in the barangay	This is one of the most important elements of the QAT. Through the Early Warning System and Evacuation Plan, members of the community will be more prepared and resilient to face impending emergencies and disasters, in order to achieve the national aspiration of “no casualty”.


All the nine (9) elements mentioned have a corresponding benchmark or criteria provided on the Quality Assessment Tool.

B. How to use the Quality Assessment Tool


Using the QAT has become more accessible, through the internet, for the BDRRMC and Review Team, who will conduct the analysis and review of the BDRRM Plan and the status of the BDRRM Committee and record the results. According to the NDRRMC MC No.147, s. 2017 and No. 13 s. 2018, the Review Team is comprised of the following:

- a. City or Municipal DRRM Officer
- b. City or Municipal Planning Officer
- c. City or Municipal Social and Development Welfare Officer
- d. Office of Civil Defense Representative





During the assessment of the BDRRM Plan and Committee, using the Quality Assessment Tool, the following documents should be available:

- a. Barangay Disaster Risk Reduction and Management Plan
 - Contingency Plan
 - Evacuation Plan and Mapa
 - Multi-hazard, Vulnerability/Risk Maps
 - Minutes of the BDRRMC Meetings
 - Certification of Safety of Evacuation Centers
 - Local Policies on the Creation of BDRRMC, Appropriation of the BDRRM Fund and Adoption of BDRRM Plan, and other policies related to DRRM and CCA
 - Capacity Building Certificates of the BDRRMC members
 - MOA/MOU with private or business sector on preposition of goods
 - b. Barangay Development Plan
 - c. Annual Investment Plan
 - d. Local Disaster Risk Reduction and Management Fund Investment Plan
 - e. Report on the Utilization of Local Disaster Risk Reduction and Management Plan
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The following are the steps on using the Quality Assessment Tool:

Using a desktop, laptop, tablet, or smartphone, go to www.alertandready.ph/qatportal. Each LGU will be assigned a unique username and password to access the portal. **1**

After log-in, the user will be directed to the internal home page. Click the “Quality Assessment Tool” tab. **2**


On the “Quality Assessment Tool” page, click the “QB Tool” tab. Log-in using the same username and password that used in www.alertandready.ph/qatportal. Choose the region where the barangay belongs and complete the form. **3**

Type the name of the province, city or municipality, and barangay. Indicate the number of years included in the plan, date when it was assessed, and name and contact information of the review team and the members of the BDRRMC who are participating in the review. **4**

Proceed to answering rest of the items. Check the appropriate box if the criteria applies to the BDRRM Plan or other documents. If not, leave it blank. **5**

Type the recommendations that would help address the identified lacks and weaknesses on the “Recommendations for the Improvement of the Plan” section. **6**

Go over the benchmarks and make sure not to leave anything unanswered. Click “Submit”. This process needs stable internet connection in order to submit results to the portal. If connection is unstable or unavailable, save as draft, and proceed to submit as soon as internet is available. **7**



On the “Remarks” section, indicate the lacks or weaknesses of the BDRRM Plan based on the criteria not found on the documents.

The system will automatically assign scores or points below each benchmark based on the criteria checked. The total score and remarks will be found at the last part of the Quality Assessment Tool.

Interpretation of the Total Score:

- Scores **20 and below** indicate poor quality of the plan (red), and needs thorough review and improvement.
- Scores **21 to 30** indicate intermediate quality of the plan (yellow), and needs minor modification or improvement.
- Scores **31 to 36** indicate high quality of the plan (green), and that it meets the required criteria for the BDRRM plan. Ensure the regular updating of the plan based on the changing context and needs of the community.

D. Results of the Quality Assurance System

Using the online portal, the following information may be accessed:

- 1) Results of the submitted assessment of the BDRRM Plans – scores, strengths of the plan and the committee identified weaknesses that need to be prioritized, and the recommendations;
- 2) Comparison between the first assessment and the subsequent assessments after updating the plan using the QAS;
- 3) Color-coded maps that show different areas, based on the quality of the barangay plan; and
- 4) Total scores at the municipal and city levels
- 5) Total number of barangays assessed at the level of city/municipal., province, region to nation

It is recommended to conduct the assessment of the BDRRM Plan once a year. The first will serve as the baseline or standard to see the progression or changes to the quality of the plan, while the succeeding assessments will ensure that the plans remain appropriate and are implemented accordingly.

III. Barangay Disaster Risk Reduction and Management Plan Template

The second component of the QAS is the **BDRRM Plan Template and Committee**.

After assessing the current BDRRM Plan and Committee, using the QAT, it has to be modified or updated based on the identified gaps or weaknesses in the plan and the committee. In this process, BDRRMC is advised to refer to the BDRRM Plan Template and committee. It is a simple and easy-to-follow guide in drafting an orderly, inclusive, and comprehensive barangay plan to avoid incidents caused by disasters and emergencies. It is written in Filipino and English and contains the following sections:

Contents of the BDRRM Plan and Committee	Description
Name of the Barangay, City or Municipality and Province	This contains the name of the barangay, city or municipality and province of the plan.
Number of years covered by the Plan	This refers to the <i>year of coverage</i> of the BDRRM Plan, which usually covers three (3) years or term-based of the newly elected barangay officials.
Vision and Mission of the Barangay	This includes the overall Mission and Vision of the Barangay. This may be copied from the Barangay Development Plan (BDP).
Goals and Objectives	This refers to the results the barangay wants to achieve in terms of disaster risk reduction and management.
I. Primary information about the Barangay	This includes the physical characteristics of the barangay; total population, based on age and gender; number of households; infrastructures and services; and sectoral groups; among others.
II. BDRRM Committee Structure and Responsibilities	<p>This contains a list of the members of the BDRRMC and their responsibilities. Members of the sub-committees may vary based on the identified needs and context of the barangay.</p> <p>The template also outlines the primary roles and responsibilities of each sub-committee. The BDRRMC may modify or add to the document, as it sees fit.</p>

Contents of the BDRRM Plan and Committee	Description
<p>III. Participatory Community Risk Assessment (PCRA)</p>	<p>The following comprises the Participatory Community Risk Assessment, which is part of the BDRRM Plan and committee template:</p> <ul style="list-style-type: none"> • A review of past calamities and disasters experienced by the community in the past years; • Identification of the potential risks or emergencies that may affect the barangay natural or uman-induced hazards. This includes the health related emergency • Identification of the current vulnerabilities and weaknesses of the community; • Identification of the current skills and capacities of the community; • Early Warning System that can be used by the community which is understandable to all residents • Hazard map and safety evacuation plan for residents of the barangay; • List of vulnerable groups; • List of facilities and buildings that can serve as evacuation centers; • Distribution plan for relief goods; • List of equipment to be used during times of emergency; and • List of trainings and orientations attended by BDRRM Committee Members; • Hazard and risk maps;

Contents of the BDRRM Plan and Committee	Description
	<ul style="list-style-type: none"> • List of person with disability • List of persons with illnesses or communicable diseases • Other information that could help the community addressing the issues in disaster and calamities. <p>The PCRA is implemented through a workshops attended by members of the BDRRMC. The data required by the PCRA is based on the previous calamities experienced by the barangay, and on scientific information from government agencies, such as the PAGASA, PHIVOLCS, MGB, and the local government.</p>
IV. List of Laws and Policies pertaining to DRR and CCA	This contains all laws and local policies pertaining to Disaster Risk Reduction and Management (DRRM). This section also includes policies and resolutions approved by the barangay.
V. Overall Program of the DRRM	This refers to the overall program of the barangay per thematic area: Prevention and Mitigation, Preparedness, Response, and Recovery and Rehabilitation. These will be the basis for the particular activities of the barangay.
VI. Program, Projects and Activities (PPAs) of DRRM	This contains the list of identified activities, projects and programs of the barangay, as indicated in the four (4) thematic areas.

Contents of the BDRRM Plan Committee	Description
VII. Monitoring and Evaluation	This section ensures that the identified PPAs in the BDRRM Plan Template are being implemented . This also determines the expected results or output, based on the PPAs, and how they will be monitored, who will do the monitoring, and how often it will be done.
VIII. Annexes	Attached in the BDRRM Plan are the following documents: <ul style="list-style-type: none"> • Barangay Resolution Adopting the BDRRM Plan • Barangay Ordinance on the Utilization of BDRRM Fund • Executive Order on the Creation and Composition of BDRRMC • Directory of BDRRMC Members at Partners • Memorandum of Agreement/Understanding with Partners • Protocols (Communication, Relief Distribution, Response etc.) • Maps • Photos

Important points to consider:

- In creating the barangay plan using the BDRRM Plan Template, it is necessary to consider the active and meaningful participation of BDRRMC members, including the vulnerable groups in the community.
An organized BDRRMC is key to achieving a successful BDRRM Plan.
- Conduct a workshop for sections of the plan that needs modification or improvement, based on the results of the assessment through QAT.
- Adhere to the planning calendar set by the Department of Budget and Management. The BDRRM Plan has to be assessed on the second quarter (April to June) of the year, to allow sufficient time for revisions before submission in October.