



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 13, 2020




REGIONAL MEMORANDUM

No. **190**, s. 2020

GUIDELINES ON THE GAWAD KALASAG: SEARCH FOR EXCELLENCE IN DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) AND HUMANITARIAN ASSISTANCE

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is NDRRMC Memorandum Circular No. 02, s. 2020 on the Guidelines on the Gawad KALASAG: Search for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance.
2. The rationale, purpose, selection process, timeline and criteria of selection for the Gawad KALASAG for Best Schools, and documentation procedures are stipulated in the attached NDRRMC Memorandum Circular.
3. For more queries, Mr. Emmanuel P. Firmo, Jr., the Regional DRRM Officer can be reached at 09052627003 (globe) and 09463845606 (smart) or email at essd.region8@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV  

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

Gawad KALASAG 2020

ESSD-DRRM-EPF





REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

DEPARTMENT OF SOCIAL WELFARE
REGION VIII, CAGAYAN
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NDRRMC MEMORANDUM CIRCULAR
No. 02, s. 2020

TO : Members, National Disaster Risk Reduction and Management Council (NDRRMC); Chairpersons, Regional Disaster Risk Reduction and Management Councils (RDRRMCs); Metro Manila DRRMC; Bangsamoro Autonomous Region in Muslim Mindanao DRRMC, Local DRRMCs; and Other Concerned Offices

SUBJECT : Guidelines on the Gawad KALASAG: Search for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance

Gawad KALASAG
(Kalamidad at Sakuna Labanan, SARiling Galing ang Kaligtasan)

I. RATIONALE

KALASAG is the Filipino term for "shield" used by early Filipinos as a means of protections from attack of enemies or harmful animals. Hence, the concept of Gawad KALASAG was adopted while establishing the country's recognition program for various stakeholders who design and implement Disaster Risk Reduction and Management (DRRM) programs that protect and shield high risk communities against hazards and render them more capable of addressing their vulnerabilities and coping with impacts of disasters.

On June 11, 1978, Presidential Decree 1566 was issued to strengthen the Philippine disaster control capability and to establish a community disaster preparedness program nationwide. Under the PD 1566, the National Disaster Coordinating Council (NDCC) was created to serve as the country's highest policy-making body for disasters. Twenty years after, the Gawad KALASAG was initiated as a mechanism in obtaining sustained commitment and support by recognizing exceptional contributions of DRRM practitioners in strengthening the resilience and adaptive capacities of nations and communities to disaster risks.

In 2005, the international community signed a 10-year Disaster Risk Reduction (DRR) strategy called the Hyogo Framework for Action (HFA) at the World Conference on Disaster Reduction in Kobe, Japan.

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As a signatory to the HFA, the Philippine Government, through the NDCC, adopted the HFA strategic goals by developing and enhancing current plans, programs and activities on DRR.

Overtime, supported by a legal framework as the foundation to institutionalize policies, structures, programs and coordination mechanisms on DRR at all levels, the Philippine Disaster Risk Reduction and Management System (PDRRMS) initiated a paradigm shift from reactive to a more proactive stance on DRRM.

Hence, with the passing of PDRRM Law or Republic Act 10121 in May 27, 2010 and its Implementing Rules and Regulations in September 27, 2010, the Philippines displayed its global commitment to implement the international framework (HFA) for building resilience of nations and communities to disasters and reducing vulnerabilities and risks to hazards. This also resulted into the elevation of the NDCC to the National Disaster Risk Reduction and Management Council (NDRRMC), which focuses on four thematic areas of DRRM, namely: Prevention and Mitigation, Preparedness, Response, Recovery and Rehabilitation.

Significantly, the Gawad KALASAG Search for Excellence in DRRM and Humanitarian Excellence, spearheaded by the NDRRMC with the Office of Civil Defense (OCD) remains to be one of the country's fully institutionalized programs that promote the spirit of volunteerism among agencies and individuals; measure the capacity and capability of various stakeholders in identifying risks and vulnerabilities in the community; and address challenges on natural and human-induced disasters and emergencies.

Presently, the annual Gawad KALASAG Search for Excellence in DRRM and Humanitarian Excellence continue to recognize outstanding performances of Local DRRM Councils (LDRRMCs), sectors, organizations, institutions and individuals that continue to render exemplary contribution in promoting and implementing significant, inclusive gender sensitive DRRM, Climate Change Adaptation (CCA) programs and innovations that build community resiliency in the longterm.

Further history can be found in **Annex A (Historical Background)**

II. PURPOSE

This memorandum circular is issued to prescribe guidelines on the criteria (requirements/qualifications), procedures (phases/steps), and processes (selection/evaluation process) on the implementation of Gawad KALASAG Search for Excellence in DRRM and Humanitarian Assistance. Specifically, the Guidelines aim to provide the following:

- Enhancement of the criteria on stakeholders who may participate in the Search, i.e. government agencies and institutions; local government units; civil society organizations; private and business sectors, and individuals who have engaged in the promotion of inclusive DRR-CCA; and
- Standardization in the implementation of procedures and processes for both the stakeholders and implementers, i.e. NDRRMC-OCD and its partners.

III. APPLICATION AND SELECTION PROCESS

All government agencies and institutions; local government units; civil society organizations; private and business sectors, and individuals shall be eligible to participate in the Gawad KALASAG Search for Excellence in DRRM and Humanitarian Assistance. (**Annex B: Categories of Awards and Incentives**)

The application form (GK Form No. 01) and letter of intent of the applicant together with the requirements stipulated in the Guidelines shall be submitted to their respective OCD Regional Offices. (**Annex D: Application and Selection Process and Annex E: Style Guide**)

Applicants at the Regional and National level shall undergo thorough desk evaluation and field validation. Further details on the process of evaluation can also be found in **Annex D (Application and Selection Process)**. Only the top winners in each category at the Regional Levels shall make it to the National Level selection process. Their winning entries, both in hard and soft copies, shall be submitted to the OCD Central Office, through the Gawad KALASAG Secretariat.

For the Regional and National Levels, the top three (3) finalists for each category that have garnered a score of at least 80% shall be determined through the desk evaluation. After the desk evaluation, the scores of the top three (3) finalists shall be reset to zero (0) and be subject to field validation. Automatic succession of the next in rank will be applied for regional/national field validation if the entry did not meet the hurdle rate and/or did not meet the minimum requirements explicitly provided in the checklist, and further provided that it is within the set time frame or schedule of the field validation.

For the National entries, selected winners shall be deliberated by the National Gawad KALASAG Committee (NGKC) and shall be endorsed through a resolution to the Chairperson of the NDRRMC for the approval of the winners.

IV. SELECTION COMMITTEES

There shall be two selection committees organized for the Gawad KALASAG Search for Excellence in DRRM and Humanitarian Assistance, these are the Regional Selection Committee (RSC), and the National Selection Committee (NSC).

Members of the RSC are designated focal persons from selected Regional DRRM Council Member Agencies and partner organizations. Focal persons from selected National DRRM Council Member Agencies and partner organizations shall compose the NSC.

There shall also be a National Gawad KALASAG Committee which will be composed of the Technical Management Group (TMG) level executives of NDRRMC and partner organizations.

The list of member agencies and partners that may compose the selection committees and their respective roles and responsibilities can be found in **Annex C (Selection Committees)**.

V. RECOGNITION AND INCENTIVES

All National winners for shall receive plaques of recognition. Meanwhile, Incentives shall only be given to the winners of selected categories (**Annex B: Categories of Awards and Incentives**).

For the Heroic Act Categories, a maximum of three (3) awardees shall receive Incentives for each category. However, should there be more than one (1) awardee each for the individual and group categories, the maximum amount allowable for the said category shall be divided equally among the awardees.

VI. UTILIZATION OF GAWAD KALASAG INCENTIVES

Gawad KALASAG incentives, except for the Heroic Act, shall be utilized solely for the implementation of priority programs, activities and projects (PAPs) of the awarded government agency/ sector/institution/organization, aligning these PAPs with the National Disaster Risk Reduction and Management Plan, National Climate Change Action Plan, Philippine Development Plan, Sendai Framework for Disaster Risk Reduction and Sustainable Development Goals, etc.

The Gawad KALASAG awardees shall sign a memorandum of agreement (MoA) with the NDRRMC-OCD upon completion of all the necessary requirements which may be prescribed by the NGKC. For government agencies and institutions and local government units, utilization of Gawad KALASAG incentives for priority DRRM PAPs shall be in compliance with NDRRMC-DBM-DILG Joint Memorandum Circular 2013-1, dated 25 March 2013, which provides the 70% allocation for prevention and mitigation, preparedness, response, and rehabilitation and recovery. However, the LGU thru LDRRMC, upon the recommendation of the LDRRMO and approval of the sanggunian concerned may transfer the GK cash incentive to support DRRM work of other LDRRMCs which are declared under state of calamity. For non-government awardees, utilization of cash awards shall be for the promotion of community-based, inclusive and gender-sensitive DRR-CCA.

VII. LOGISTICAL AND ADMINISTRATIVE ARRANGEMENTS

The National Selection Committee members (NSC), previously the National Validators, are entitled to payment of per diem, transportation, accommodation, meals, and incidental expenses chargeable against NDRRMC-OCD DRRM Funds.

For the RSCs, claim of incidental expenses will be from sending agency/organization while food, transportation, and accommodation will be charged to OCD Regional Offices

The NSC and RSC members shall receive honoraria for technical services provided during the Gawad KALASAG major events or activities such as Desk Evaluation, Field Validation and Deliberations.

All payments shall be in accordance with the existing government accounting and auditing rules and regulations.

VIII. TRANSITION TO GAWAD KALASAG SEAL OF DISASTER RESILIENCE

Given the long standing position to convert and establish Gawad KALASAG as a Seal for Disaster Resilience, the NSC is hereby tasked to formulate the

appropriate policies relative to the transition of the current Gawad KALASAG to the Gawad KALASAG Seal and submit the same to the NDRRMC not later than the 3rd Quarter Full Council Meeting for its approval.

IX. REPEALING CLAUSE

Any issuance inconsistent thereof shall be considered repealed accordingly.

X. EFFECTIVITY

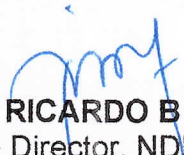

This Memorandum Circular shall take effect immediately upon the approval by the Chairperson, NDRRMC or the duly designated representative, and publication of general circulation unless revoked or revised.

XI. APPROVAL AND PROMULGATION

This Guidelines on Gawad KALASAG Search for Excellence in DRRM and Humanitarian Assistance is hereby approved and thereby promulgated.

For guidance and compliance.

BY THE AUTHORITY OF CHAIRPERSON, NDRRMC:


USEC RICARDO B JALAD
Executive Director, NDRRMC and
Administrator, Office of Civil Defense 



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

**Comprehensive School Safety Checklist
 Primary and Secondary Schools Category
 21st Gawad KALASAG CY 2019**

| School Category, levels and classification: | | | |
|---|----------------|--|-------------|
| | Public School | | Elementary |
| | Private School | | High School |

| | |
|-----------------|-------------------------|
| Name of School: | Legislative District: |
| School ID: | Province: |
| Division: | School District: |
| Region: | Date Visited/Inspected: |
| School Address: | |

| | CRITERIA | YES | NO | Points | Remarks/ Recommendation |
|---|---|-----|----|--------|----------------------------|
| | ENABLING ENVIRONMENT | | | (23) | |
| 1 | Adopted/Adapted/localized at least 3 existing policies relating to DRRM/Climate Change Adaptation (CCA)/ in education/school safety | | | 3 | |
| 2 | Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership and roles and responsibilities/functions | | | 2 | |
| 3 | Has a comprehensive School DRRM Plan, which includes CCA and Education in Emergencies (EiE) measures, covering risk assessment, risk reduction, and rehabilitation and recovery | | | 1 | |
| 4 | School budget supports regular DRRM activities | | | 2 | |
| 5 | Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning | | | 2 | |
| 6 | Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and School Improvement Plan (SIP) | | | 4 | |
| 7 | Data collection and consolidation of programs and activities on DRRM, covering | | | 2 | |

| | | | | | | | |
|----|---|--|--|---|--|--|--|
| | the 3 Pillars to monitor results and impact exist | | | | | | |
| 8 | Rapid Assessment of Damages Report (RADAR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area | | | 3 | | | |
| 9 | 100% completion of DRR-related questions in the Education Management Information System (EMIS)/ Enhanced Basic Education Information System (EBEIS) | | | 2 | | | |
| 10 | School has partnerships that could be tapped to support its DRRM programs and activities, including those during after a disaster | | | 2 | | | |
| | SUBTOTAL | | | | | | |

| | | | | | | | |
|---|--|--|--|------|--|--|--|
| | Pillar 1: Safe Learning Facilities | | | (35) | | | |
| 1 | School building/classroom components are according to DepEd and/or National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for corresponding points) | | | 29 | | | |
| 2 | School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners | | | 2 | | | |
| 3 | School has taken appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, non-usage, etc.) | | | 2 | | | |
| 4 | Undertaken regular inspection and repair of minor classroom (including facilities) damages | | | 1 | | | |
| 5 | School Heads are clear with the roles and functions of the school in camp management vis-à-vis the LGU and DSWD as per Joint Memorandum Circular No. 1, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR | | | 1 | | | |
| | SUBTOTAL | | | | | | |

| | | | | | | | |
|---|--|--|--|------|--|--|--|
| | Pillar 2: School Disaster Risk Management | | | (30) | | | |
| 1 | School has a Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes | | | 3 | | | |
| 2 | 80% of students and their families have accomplished the Family Preparedness | | | 3 | | | |

| | | | | | | | |
|----|--|--|--|---|--|--|--|
| | Plan together (family evacuation, reunification), as per DO No. 27, series of 2015 | | | | | | |
| 3 | School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency | | | 2 | | | |
| 4 | Hazard and evacuation maps are located in conspicuous places in the school | | | 1 | | | |
| 5 | School has available, accessible, and adequate first aid kit in every instructional classroom | | | 1 | | | |
| 6 | School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.) | | | 1 | | | |
| 7 | School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others) | | | 3 | | | |
| 8 | School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, IEC), considering national and LGU warning systems and protocols | | | 2 | | | |
| 9 | School has trained personnel to administer first aid to students and personnel | | | 1 | | | |
| 10 | School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency | | | 1 | | | |
| 11 | School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement) | | | 2 | | | |
| 12 | School has psychosocial interventions for personnel and students | | | 1 | | | |
| 13 | School has trained teachers and other personnel who could provide psychosocial support to students | | | 1 | | | |
| 14 | School has an evacuation plan and procedures | | | 2 | | | |
| 15 | School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents | | | 2 | | | |
| 16 | School has conducted awareness and capacity building for families and learners | | | 3 | | | |
| 17 | School participated in the different DRRM/CCA/EIE activities of the LGU | | | 1 | | | |
| | SUBTOTAL | | | | | | |

| | | | | | | | |
|-----------------------------------|--|--|------|--|--|--|--|
| Pillar 3: DRR in Education | | | (12) | | | | |
|-----------------------------------|--|--|------|--|--|--|--|

| | | | | | | | |
|---|---|--|--|---|--|--|--|
| 1 | School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on the National Curriculum Guide | | | 5 | | | |
| 2 | More than 75% of students are actively participating in various DRRM/CCA/EiE activities | | | 1 | | | |
| 3 | School has a DRRM/CCA/EiE capacity building plan for teachers and personnel | | | 1 | | | |
| 4 | School Head and personnel have received at least 3 DRRM/CCA/EiE trainings from division or region or partners | | | 3 | | | |
| 5 | At least more than 10 DRRM/CCA/EiE resource materials are available in the school | | | 1 | | | |
| 6 | Presence of DRRM corner, with updated IEC materials posted in it, in every classroom | | | 1 | | | |
| | SUBTOTAL | | | | | | |

TOTAL POINT SCORE: _____

Summary Sheet

| Criteria for Checking | MAX. SCORE | ACTUAL SCORE | Remarks, Recommendations and Suggestions |
|---|---------------|-----------------|--|
| I. ENABLING ENVIRONMENT | 23 | | |
| II. PILLAR 1: SAFE LEARNING FACILITIES | 35 | | |
| III. PILLAR 2: SCHOOL DISASTER RISK MANAGEMENT | 30 | | |
| IV. PILLAR 3: DRR IN EDUCATION | 12 | | |
| TOTAL | 100 | | |

| Adjectival Rating | Percentage |
|-------------------|------------|
| | |
| Excellent | 91-100% |
| Very Good | 81-90% |
| Good | 71-80% |
| Needs Improvement | 61-70% |

Validated by:

| | |
|-----------|--|
| Name: | |
| Position: | |
| Agency: | |
| Date: | |

PROPOSED TIMELINE OF ACTIVITIES FOR THE 22nd GAWAD KALASAG AWARDS CY 2020*

| Activities | TIMELINE OF ACTIVITIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Remarks |
|---|------------------------|---|---|---|-----|---|---|---|-----|---|---|---|-------|---|---|---|-----|---|---|---|------|---|---|---|------|---|---|---|-----|---|---|---|------|---|---|---|-----|---|---|---|-----|---|---|---|-----|--|-----------------|--|---------|
| | Jan | | | | Feb | | | | Mar | | | | April | | | | May | | | | June | | | | July | | | | Aug | | | | Sept | | | | Oct | | | | Nov | | | | Dec | | | | |
| | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | | | | |
| National Selection Committee Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Quarterly | | |
| Orientation for National Validators and Focal Persons | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Feb 10-14 | | |
| Call for Entries | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Feb 10 – Mar 20 | | |
| Regional Selection for the 22 nd Gawad KALASAG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Mar 23 – May 29 | | |
| Submission of Regional Entries to the OCD Central | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Jun 5 | | |
| Desk Evaluation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Jun 15-19 | | |
| Field Validation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Jul 1 – Sept 25 | | |
| Final Deliberation of Winners and Joint Plenary Session | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Oct 13-16 | | |
| 22 nd Awarding Ceremony | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Dec 4 | | |

* Timeline for GK 2020 may change subject to the decision of the NSC.

Prepared by:

MARINEL ALEXIS D. RETORAN
Civil Defense Officer I

Recommending Approval:

ATTY TECSON JOHN S LIM
Director, PDPS

Reviewed by:

BENITO L. SALVADOR, JR.
GK, OPR / Civil Defense Officer III

Approved by:

USEC RICARDO B. JALAD
Administrator

Noted by:

MANUEL R. NIVERA JR.
Chief, DDSD

ANNEX B

CATEGORIES OF AWARDS AND INCENTIVES

The following are the awards and incentives to be given only for the National Awardees:

MAJOR CATEGORIES

I. Gawad KALASAG for Best Local DRRM Councils/ Committees

1. Provinces (1)
2. Cities
 - a. Highly Urbanized City (2)
 - b. Component/Independent City (3)
3. Municipalities
 - a. 1st-3rd Class (4)
 - b. 4th-6th Class (5)
4. Barangay
 - a. Urban (6)
 - b. Rural (7)

II. Gawad KALASAG for Best Civil Society Organizations (8) (14 Basic sectors)

III. Gawad KALASAG for Best Volunteer Organization (9)

IV. Gawad KALASAG for Best People's Organizations (10) (14 Basic sectors)

V. Gawad KALASAG for Best Schools

1. Primary
 - a. Public Elementary (11)
 - b. Private Elementary (12)
2. Secondary
 - a. Public High School (13)
 - b. Private High School (14)
3. Child Development Centers (15)
4. Higher Educational Institutions (16)

VI. Gawad KALASAG for Hospitals

1. National Government (17)
2. Local Government Unit (18)
3. Government Specialty (19)

VII. Gawad KALASAG for Heroic Act of Individuals/Groups in providing Humanitarian Assistance

1. Individual (20)
 - 1.1 Living
 - 1.2 Posthumous
2. Group (21)
 - 2.1 Living
 - 2.2 Posthumous

Note: the guidance note should reflect that the award may be given to the ordinary citizens and civilians for self-sacrifice above and beyond the call of duty.

SPECIAL CITATION

I. Gawad KALASAG for Best Private Organization (Business/Corporate) (22)

- 1.1 Micro
- 1.2 Small Business
- 1.3 Medium Business
- 1.4 Large Business

Note : Based on Assets, tax and number of employees

II. Gawad KALASAG for Best Private Hospitals (23)

III. Gawad KALASAG for Best Local Government Emergency Management (GEM) and Response Teams (24)

- 3.1 Basic
- 3.2 Advance

IV. Gawad KALASAG for Special Recognition for Individual/Group in providing Humanitarian Assistance

1. Individual (25)
2. Group (26)

V. Other special recognitions (subject for nomination).**INCENTIVES**

All cash prizes shall be in accordance with the existing government accounting and auditing rules and regulations.

| Number | Name of Categories | Incentives |
|---------------------------------------|---|---|
| Gawad KALASAG MAJOR CATEGORIES | | |
| 1 | Provincial DRRM Council | 1 st Placer: Plaque plus Php 500,000.00 2 nd Placer: Plaque plus Php 200,000.00 3 rd Placer: Plaque plus Php 200,000.00 |
| 2 | Highly Urbanized City DRRM Council | |
| 3 | Independent/Component City DRRM Council | |
| 4 | Municipality DRRM Council (1 st – 3 rd Class) | |
| 5 | Municipality DRRM Council (4 th – 6 th Class) | |
| 6 | Barangay Urban DRRM Committee | |
| 7 | Barangay Rural DRRM Committee | |
| 8 | Civil Society Organization | 1 st Placer: Plaque plus Php 300,000.00 2 nd Placer: Plaque plus Php 100,000.00 3 rd Placer: Plaque plus Php 100,000.00 |
| 9 | People's Organization | |
| 10 | Volunteer Organization | |
| 11 | Best Public Elementary | |
| 12 | Public High School | |
| 13 | Private Elementary | |
| 14 | Private High School | |
| 15 | Child Development Center | |
| 16 | Higher Education Institutions | |
| 17 | National Government Hospital | |
| 18 | Local Government Unit | |

Gawad KALASAG Search for Excellence in DRRM and Humanitarian Assistance Annex B

| | | |
|---------------------------------------|--|---------------------------------------|
| | Hospital | |
| 19 | Government Specialty Hospital | |
| 20 | Heroic Act Individual | Plaque plus Php 100,000.00 |
| 21 | Heroic Act Group | Plaque plus Php 100,000.00 |
| Gawad KALASAG SPECIAL CITATION | | |
| 22 | Private Organization(Business) | Plaque of Recognition/Commendation |
| | Private Organization (Corporate) | |
| 23 | Private Hospitals | |
| 24 | Local Government Emergency Management (GEM) and Response Teams | |
| 25 | Special Recognition (Individual) | |
| 26 | Special Recognition (Group) | |

ANNEX C

SELECTION COMMITTEES

1. National Gawad KALASAG Committee (NGKC)

A. Composition

| | | |
|-------------------|---|--|
| Chairperson | : | Executive Director, NDRRMC |
| Vice Chairpersons | : | Department of Science and Technology (DOST) Department of the Interior and Local Government (DILG) Department of Social Welfare and Development (DSWD) National Economic and Development Authority (NEDA) |
| Members | : | Department of Health (DOH) Department of Education (DepEd) Climate Change Commission (CCC) Philippine Information Agency (PIA) Disaster Risk Reduction Network Philippines (DRRNet Phils) |
| Secretariat | : | Policy Development and Planning Service, Office of Civil Defense |

B. Roles and Functions

- i. Provide general direction for the conduct and implementation of the Gawad KALASAG national assessment;
- ii. Recommend to the NDRRMC Chairperson the approval for any amendment/ revision of the guidelines.
- iii. Confirm the result of the selection for the different categories; and
- iv. Recommend for the approval of the national winners of each category through a Resolution to the NDRRMC Chairperson.

2. National Selection Committee (NSC) as National Validators

A. Composition

- Department of Science and Technology (DOST)
- Department of the Interior and Local Government (DILG)
- Department of Social Welfare and Development (DSWD)
- National Economic and Development Authority (NEDA)
- Department of Health (DOH)
- Department of Public Works and Highways (DPWH)

- Department of Education (DepEd)
- Department of Trade and Industry (DTI)
- Commission on Higher Education (CHED)
- Climate Change Commission (CCC)
- Philippine Information Agency (PIA)
- Philippine National Police (PNP)
- Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
- Philippine Institute of Volcanology and Seismology (PHIVOLCS)
- Armed Forces of the Philippines (AFP)
- Bureau of Fire Protection (BFP)
- Disaster Risk Reduction Network Philippines (DRRNet Phils)
- National Mapping and Resource Information Authority (NAMRIA)
- National Anti-Poverty Commission (NAPC)
- Philippine Commission on Women (PCW)
- Philippine Red Cross (PRC)
- DRRNetPhil
- Save the Children Philippines
- NASSA Caritas

B. Roles and Function

- i. Evaluate entries at the National level;
- ii. Field validate the results of the desk evaluation for the different categories;
- iii. Deliberate and prepare field validation reports and citations of nominees for all *Gawad KALASAG* national winners;
- iv. Recommend the national winners of each category to the NGKC for the approval of Chairperson, NDRRMC; and
- v. Other roles incidental to the conduct of *Gawad KALASAG*, such as, but not limited to: lead in the TWG for the revision of guidelines, checklists and guidance notes; recommend improvement of processes to NGKC; and submit reportorial requirements as may be required by the *Gawad KALASAG* Secretariat, among others.

The National/Regional Selection Committee for the Conduct of the Desk Evaluation, Field Validation, and Deliberation shall be composed of the following:

LDRRMC Categories

1. Provincial DRRMC Category:
 - a. DILG Representative (Team Leader)
 - b. NEDA Representative

- c. OCD Representative
- 2. City DRRMC Category:
Highly Urbanized City
 - a. NEDA Representative (Team Leader)
 - b. PAGASA Representative
 - c. OCD Representative
- 3. Independent Component/Component Cities
 - a. DRRNet Representative (Team Leader)
 - b. DSWD Representative
 - c. OCD Representative
- 4. Municipal DRRMC Category:
1st-3rd Class
 - a. DILG Representative (Team Leader)
 - b. PHIVOLCS Representative
 - c. OCD Representative
- 5. 4th-6th Class DRRM Committee Category
 - a. DILG Representative (Team Leader)
 - b. DSWD Representative
 - c. OCD Representative
- 6. Barangay DRRM Committee Category:
Urban
 - a. NAPC (Team Leader)
 - b. NAMRIA Representative
 - c. OCD Representative
- 7. Rural
 - a. PHIVOLCS (Team Leader)
 - b. PAGASA Representative
 - c. OCD Representative
- 8. Civil Society Organizations Category (NGOs, Volunteer Org)
 - a. PIA Representative (Team Leader)
 - b. NAMRIA Representative
 - c. OCD Representative
- 9. Volunteers Organizations
 - a. PNVSCA Representative (Team Leader)
 - b. DILG Representative
 - c. OCD Representative

10. Peoples Organizations
 - a. PIA Representative (Team Leader)
 - b. NAMRIA Representative
 - c. OCD Representative

School Categories

11. Public Elementary
 - a. DepEd Representative (Team Leader)
 - b. BFP Representative
 - c. OCD Representative
12. Private Elementary
 - a. DepEd Representative (Team Leader)
 - b. DPWH Representative
 - c. OCD Representative
13. Public Highschool
 - a. DepEd Representative (Team Leader)
 - b. DPWH Representative
 - c. OCD Representative
14. Private Highschool
 - a. DepEd Representative (Team Leader)
 - b. BFP Representative
 - c. OCD Representative
15. Child Development Centers (CDCs)
 - a. DSWD Representative (Team Leader)
 - b. PIA Representative
 - c. OCD Representative
16. Higher Education Institutions Category
 - a. CHED Representative (Team Leader)
 - b. PNP Representative
 - c. OCD Representative

Hospital Category

17. Government National Hospital
 - a. DOH Representative (Team Leader)
 - b. BFP Representative
 - c. OCD Representative

18. Local Government Unit Hospital
a. DOH representative (Team Leader)
b. BFP Representative
c. OCD Representative

19. Government Specialty Hospital
a. DOH Representative (Team Leader)
b. DPWH Representative
c. OCD Representative

Special Citation Category

20. Private Hospital
a. DOH Representative (Team Leader)
b. PRC Representative
c. OCD Representative
21. Private (Business/Corporate) Category
a. NEDA Representative (Team Leader)
b. DTI Representative
c. OCD Representative

22. Government Emergency Response Management (GEMs) Category
a. BFP Representative (Team Leader)
b. PRC Representative
c. OCD Representative

23. Heroic Act
a. AFP Representative (Team Leader)
b. PRC Representative
c. DRRNet Representative

3. Regional Selection Committee (RSC)

A. Composition

| | | |
|-------------------|---|--|
| Chairperson | : | Chairperson, RDRRMC |
| Vice Chairpersons | : | Department of Science and Technology (DOST) Department of the Interior an Local Government (DILG) Department of Social Welfare and Development (DSWD) National Economic and Development Authoriy (NEDA) |

Gawad KALASAG Search for Excellence in DRRM and Humanitarian Assistance Annex C

| | | | |
|--------------------|---|---|--|
| Members | : | Department of Health (DOH) Department of Public Works and Highways (DPWH) Department of Education (DepEd) Department of Trade and Industry (DTI) Philippine Information Agency (PIA) Civil Society Organization Representative Philippine National Police (PNP) Armed Forces of the Philippines (AFP) Bureau of Fire Protection (BFP) Philippine Red Cross (PRC) | |
| Secretariat | : | Office of Civil Defense Regional Office | |

In case the aforesaid agencies/organizations are not present and unavailable in the Region, the Selection Committee may opt to change or reorganize the composition of the validation teams.

ANNEX D

APPLICATION AND SELECTION PROCESS

APPLICATION

All RDRRMC member agencies, LGUs, sectoral groups, and individuals shall be eligible to participate in the Gawad KALASAG Search (refer to Annex B: Categories of Awards and Incentives). To ensure legality and validity of submitted entries, plagiarism and falsification of documents are strictly discouraged. The participating stakeholders shall abide to uphold with the originality, truthfulness and correctness of their documents and attachments either through certification from LCE/Head or notarized sworn statement.

The required documentary requirements to be submitted are (refer further to Annex E: style guide):

- a) Application Form, as formulated by the Gawad KALASAG Secretariat
- b) Letter of Intent
- c) Notarized sworn statement/Certification from the head of agency/institution or the local chief executive that all the documents submitted are true and correct
- d) Supporting Documents as prescribed per category
 - d.1 Hardcopy (refer to style guide)
 - d.2 Softcopy (PDF, Google Drive/Dropbox and flash drive)
 - d.3 Preceding year accomplishment

SELECTION

Applicants at the Regional and National level shall undergo thorough desk evaluation and field validation. Only the top winner entry per category shall be endorsed by the Regional Selection Committee (RSC) to the National Gawad KALASAG Committee (NGKC) through the GK Secretariat.

For the Regional and National level, the top three (3) finalists for each category that has garnered a score of at least 80% shall be determined through the desk evaluation. After the desk evaluation, the scores of the top three (3) finalists shall be reset to zero (0) and be subjected to field validation. Automatic succession of the next in rank will be applied for regional/national field validation if the entry did not meet the hurdle rate and/or did not meet the minimum requirements expressly provided in the checklist, provided that it is within the set time frame/schedule of the field validation.

For the National entries, selected winners shall be deliberated by the NGKC and endorsed through a resolution to the Chairperson of the NDRRMC for the approval of the winners.

AWARDEES

The entry that shall garner the highest rating from the field validation will be given the Gawad KALASAG award at regional and national level categories. The other entries considered in the field evaluation will also be recognized.

PROVINCIAL LDRRMC CATEGORY

For the 22nd GK, and in anticipation and preparation for the viability of the GK's change in format towards setting a national standard for resilience, all Provincial DRRM Councils will be evaluated and validated. All entries at the regional level who pass the hurdle rate will be endorsed for National evaluation and validation. Meanwhile, all entries at the national level, who will likewise pass the hurdle rate after field validation will be recognized.

DISQUALIFICATION

The following are the grounds for disqualification of entry, to include, but not limited to:

1. Incomplete documents as prescribed under this guideline
2. Non-compliance to the prescribed format in the style guide
3. Did not meet the minimum requirements
4. Falsification and plagiarism of documents to include but not limited to:
 - Altering or misrepresenting factual information such as activities and fund utilization;
 - Forging a signature on a document;
 - Knowingly using or submitting/presenting of fake document/s as mode of verification for an indicator; or
 - Tampering of documents or unauthorized alterations.

REDRESS MECHANISM

The NGKC and RSC will serve as a Redress Committee for the Gawad KALASAG to address grievances, appeals and protests arising from the evaluation and validation of entries. All grievances shall be resolved at the lowest possible level as triggered by a written communication. The NGKC shall establish and approve a redress mechanism for the GK. It will not cover administrative or other cases contemplated in criminal, civil or special laws.

FEEDBACK MECHANISM & RESILIENCY ASSESSMENT REPORT

The overall performance and results of the assessment of all participating agencies and institutions shall be disseminated to them respectively. The NGKC shall provide the

RSC with the assessment result to determine the strengths and gaps of the participating stakeholders. It will also include the recommendations as basis to improve implementation of DRRM programs/projects/activities prior to the national awarding or upon declaration of sets of national winners. The same shall be provided by the RSC to all participating stakeholders in the region.

The GK secretariat shall develop a database to record the results of the GK assessment that may be utilized to monitor the progress of local governments, agencies, CSOs and the private sector that have passed the desk evaluation. The database will eventually generate a Resiliency Assessment Report that will guide interventions for local governments, agencies, CSOs and the private sector.

The template for the feedback mechanism and resiliency assessment report shall be formulated by the Gawad KALASAG Secretariat.

PART I. APPLICATION PROCESS

A. Eligibility

Entries submitted to the OCD Regional/National Offices shall be endorsed to the Regional/National Selection Committees respectively. The RSC Secretariat shall ensure that participating stakeholders are applying for the proper category and meets the minimum requirements.

Grounds for disqualification will be applied.

B. Requirements

- a) Application Form
- b) Letter of Intent
- c) Certification from the head of agency/institution or the local chief executive that all the documents submitted are true and correct.
- d) Notarized Sworn Statement
- e) Supporting Documents as prescribed per category
 - c.1 Hardcopy (refer to style guide)
 - c.2 Softcopy (PDF, Google Drive/Dropbox and flash drive)
 - c.3 Preceding year accomplishment

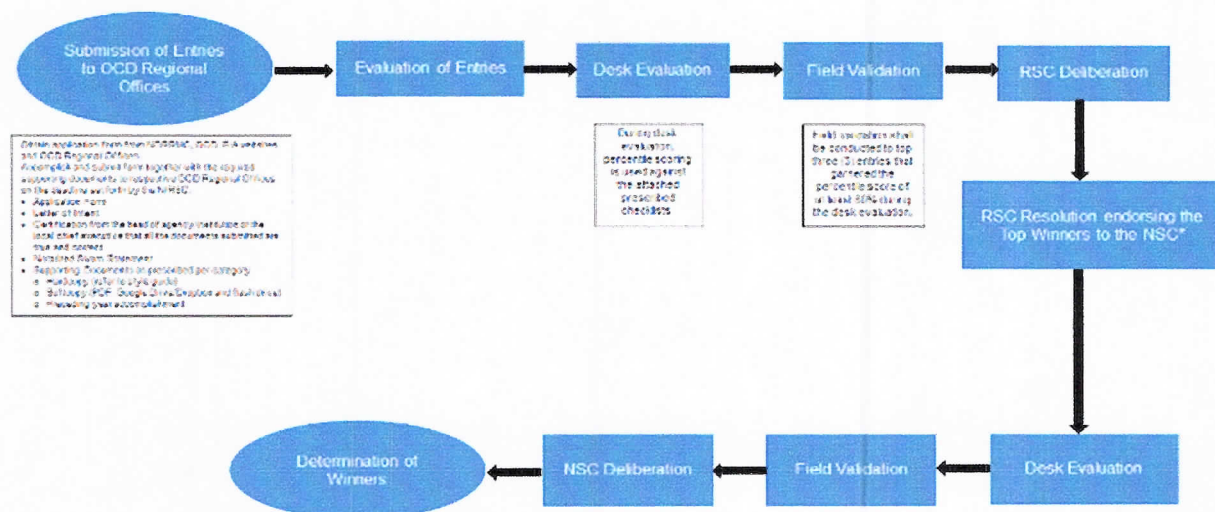
C. Application Process

Upon announcement for the Call for Entries, interested applicants may:

- Obtain application form from NDRRMC, OCD, PIA websites and OCD Regional Offices.
- Accomplish and submit form together with the required supporting documents to respective OCD Regional Offices on the deadline set forth by the N/RSC.

D. Legal Considerations

To ensure legality and validity of submitted entries, plagiarism and falsification of documents are strictly discouraged. The participating stakeholders shall abide to uphold with the originality, truthfulness and correctness of their documents and attachments either through certification from LCE/Head or notarized sworn statement.



Part II: SELECTION PROCESS

A. Evaluation of Entries

1. Entries submitted to the OCD Regional/National Offices shall be endorsed to the Regional/National Selection Committees respectively. The RSC Secretariat shall ensure that participating stakeholders are applying for the proper category and meets the minimum requirements.

Grounds for disqualification will be applied.

B. Desk Evaluation

1. The desk evaluation will commence where all the evidential documents would be thoroughly reviewed by the evaluators and validators members.
2. During desk evaluation, percentile scoring is used against the attached prescribed checklists. Each checklist is designed to fit the necessary documents to be presented per category.

C. Field Validation

1. Field validation shall be conducted to top three (3) entries that garnered the percentile score of at least 80% during the desk evaluation. This allows the National Selection Committee (NSC), and RSC to determine whether systems, programs, plans and initiatives indicated in the book entries are existing and functional.
2. In special cases or when the situation warrants, a minimum of two validators may be allowed to proceed with the field validation. In such cases, OCD may assign personnel to substitute the absence of an NSC member during the scheduled time and date. This would ensure the timely and efficient conduct of Gawad KALASAG-related activities.
3. Validators shall conduct the following activities during the field validation:
 - Courtesy call to the Officials of the Local Government/Institution
 - Itinerary briefing
 - Field Visit (includes field validation report writing)
 - Exit Conference

D. Deliberation

1. There are two (2) procedural activities for the deliberation; (1) finalization of the results, report cards, deliberation on the finalist's best practices by the NSC and (2) declaration of winners for the entire Gawad KALASAG by the NGKC.
2. For this purpose, the NSC shall prepare and expound on a presentation before the NGKC, formatted based on the sequence of the criteria of each category.
3. During the deliberations of the NGKC, the following documentary outputs are expected:
 - List of Winners on the annual search
 - En Banc Resolutions re Declaration of Winners
 - Texts for Citations and Narratives

III. Awarding of Winners

1. The awarding of winners for the Gawad KALASAG Search for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance shall be held preferably in consonance with the celebration of the National Disaster Resilience Month, International Day for Disaster Reduction, OCD Foundation, or OCD Year-End Culminating Activity.

The results of the final deliberation of winners by the NGKC shall remain confidential until winners are declared by the Chairperson of the NDRRMC and Secretary of National Defense on the day of the awarding of winners.

ANNEX E

STYLE GUIDE FOR ENTRIES

1. All entries must contain an accurate and comprehensive table of contents; all pages must also contain a page number.
2. Attachment of pictures: All pictures must be in colored format; At least two (2) photo attachments are required for each page when supplemented with text description or at least three (3) photos when not accompanied with text description. HD photos are required in order not to compromise its quality when expanded or otherwise.
3. Scanned documents as attachment: Unless of utmost importance or relevance, such documents shall not be allowed to occupy the entire page. It is recommended that there are at least two (2) scanned copy of documents per page.
4. Unless of absolute necessity, all of the entries shall be compiled or presented in one single document (or book).
5. Introduction shall be limited to the following:
 - Brief description or profile of the category (city, school etc)
 - Brief message and acknowledgements
 - Memorandum (evidence of nomination or commendation from their respective Regional Office)
6. Use of standardized font, font size, paper size, paper orientation, line spacing, indents, and number of pages for all entries.
 - Font type: Times New Roman
 - Font size for the context: 12
 - Paper orientation: Portrait
 - Line spacing: Standard spacing
 - Indents provided for in the style guide sample format
 - Maximum pages: 300 including annexes and attachments
7. The entry shall be hardbound, unless there is a proof of unavailability of hard binding in the area or place (e.g remote Barangays). The OCD Regional Office concerned shall furnish the Gawad KALASAG Secretariat a certification, signed by the Regional Director, to prove the same.
8. There shall be a color coding of entries' cover page per category.

- L/B DRRMC: Red
- CSO: Yellow
- PO: Orange
- VO: Violet
- Schools: Green
- Hospitals: Blue
- Special Recognition: White

9. The presentation of compliance in different categories shall be clear, concise and straight to the point; it is highly encouraged to avoid unnecessary inclusions in the presentation.

Annexes shall be limited to the following:

- Means of verification
- Relevant photos
- Clearances/ Titles
- Minutes of the meeting
- MOA/U
- Documents that will prove a claim.

10. Maximum number of pages: Standard in all categories, the maximum number of page per entries shall be 300, including the introduction and annexes.

To facilitate efficient and orderly deliberation and evaluation of all entries, deliberate non-compliance to the aforementioned requirements shall merit disqualification of the entry.

Sample format and style are provided for under NDRRMC Memorandum Circular No. 26, series of 2019 and may be updated by the Gawad KALASAG Secretariat as need may arise.