

**[ DSWD ADMINISTRATIVE ORDER NO. 38,  
February 14, 1991 ]**

**DSWD EMERGENCY OPERATIONS CENTER; DISASTER PLAN AND  
IMPLEMENTING GUIDELINES**

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Rationale**

Every year the Philippine population suffers from different types of disasters such as flood, typhoon, social conflict, earthquake, fire and the like. As the primary welfare arm of the government in providing for the care, protection and rehabilitation of those who have the least in life, DSWD has always responded to the needs of the disaster victims, who, more often than not, belong to the least privileged sector of the population.

Guided by the collective experiences of the Units involved in past disaster operations. these guidelines aim at streamlining disaster operations with focus on the responsive management of data and resources.

The DSWD operations Center should be differentiated from the Social Welfare Action Team program or the Social Welfare Contingency Action for Civil Strife (SWELCACS) in that the latter is an arrangement whereby in the event of civil strife, any DSWD staff reports to a nearby DSWD office to provide support to the mitigation, preparedness and emergency services of the local unit while the former is a Center for management of disaster operations as well as monitoring data and resources.

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Objectives**

The following are the objectives of this set of guidelines:

1. To delineate the areas of authority and responsibility of the different units involved in the conduct and monitoring of disaster operations.
2. To ensure the retrieval and relay of accurate, adequate and timely data to and from the different units involved in disaster relief operations.
3. To facilitate prompt and appropriate response by Central Management to the needs of the disaster stricken areas.

**Organizational Components and Functions**

The flow of information and decisions relative to the DSWD Emergency Operations Center shall run within the framework of the organizational structure hereunder created:

3.1 The Executive Coordinating Committee — This Committee shall be responsible for over-all policy decisions and agency directions during the disaster operations. It shall be headed by the Secretary and the following Senior Officials as members:

- 3.1.1 Three (3) Undersecretaries
- 3.1.2 Three (3) Assistant Secretaries
- 3.1.3 Director, Bureau of Emergency Assistance
- 3.1.4 Director, Planning and Monitoring Service
- 3.1.5 Director, Public Affairs and Liaison Service

3.2 The Undersecretary for Operations and Programs Implementation shall act as the Over-All Coordinator. She shall see to the fast implementation of policies and decisions by the respective TASK FORCES and provide feedback to the Secretary on the daily center operations.

3.3 The Assistant Secretary for Plans and Special Operations shall be Field Coordinator where she may need to go to affected areas to assess, monitor and assist if needed the disaster operations in the field. She is expected to work closely with the Over-All Coordinator and team up with her.

3.4 The TASK FORCES — all the Task Forces enumerated herein shall be under the direct supervision of their respective Assistant Secretaries. They shall provide appropriate support during disaster operations as follows:

3.4.1 Task Force on Data Processing and Monitoring — Under the supervision of the Director of Planning and Monitoring Service:

- a. Receive reports from the field offices and relay feedback/instructions to the field;
- b. Coordinate with the Communications Units in the relay and feedback of accurate and timely data and information.
- c. Validate and update data on the extent of damage, assistance extended, number of Evacuation Centers the GOs and NGOs involved in relief operations and problems/concerns related to relief operations;
- d. Consolidate, analyze and collate data relative to the relief operations as basis for decisions by the Executive Coordinating Committee; and
- e. Prepare a report to the President within 24 hours in the event of a major disaster and henceforth a daily update.

3.4.2 Task Force on Public Information — Under the supervision of the Director for Public Affairs and Liaison Service:

- a. Provide disaster data to the media and the public relative to the extent of damage and relief operations undertaken;
- b. Register NGOs which signify intention to help in the relief operation including communication facilities tie-ups;
- c. Answer/entertain queries from the public; and
- d. Provide liaison functions between the DSWD, NGOs media and the general public.

3.4.3 Task Forces on Logistic and Manpower Support Under the general supervision of the Assistant Secretary for Administration: