Memorandum from the Chairperson

TO: CHEDRO DIRECTORS AND OFFICER-IN-CHARGE
SUBJECT: IMPLEMENTING GUIDELINES AND PROCEDURES (IGP) ON THE DEVELOPMENT, ORGANIZATION, TRAINING, ADMINISTRATION, UTILIZATION, MOBILIZATION, OPERATION, ACCREDITATION, PROTECTION AND FUNDING OF NATIONAL SERVICE RESERVE CORPS
DATE: October 17, 2012

Pursuant to the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act of 1994” and Section 11 A of the Implementing Rules and Regulations of the Republic Act 9163 - the “National Service Training Program Act of 2001”, the IMPLEMENTING GUIDELINES AND PROCEDURES (IGP) ON THE DEVELOPMENT, ORGANIZATION, TRAINING, ADMINISTRATION, UTILIZATION, MOBILIZATION, OPERATION, ACCREDITATION, PROTECTION AND FUNDING OF NATIONAL SERVICE RESERVE CORPS developed by National Disaster Risk Reduction and Management Council in consultation with the three (3) lead agencies namely, the Commission on Higher Education (CHED), the Department of National Defense (DND) and the Technical Education Skills (TESDA) is hereby issued for strict observance and implementation by all concerned, effective immediately.

The said implementing guidelines and procedures will serve as the guide for the uniform implementation of the National Service Reserve Corps as per provisions of the National Service Training Program law. Please refer to the attached copy.

Wide dissemination of this new IGP is hereby desired.

PATRICIA B. LICUANAN
Chairperson

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Implementing Guidelines and Procedures on the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of the National Service Reserve Corps (NSRC) as provided for in Section 13 of RA 10121 otherwise known as the Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010 and Rule 9 of its Implementing Rules and Regulations, and Section 11 of RA 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001 which provides for the creation of the National Service Reserve Corp (NSRC) and its mobilization by the NDRRMC or the Local Disaster Risk Reduction and Management Councils for the delivery of disaster risk reduction programs and activities.

Section 1. Title – These guidelines shall be known and cited as the Implementing Guidelines and Procedures (IGP) on the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of the National Service Reserve Corps (NSRC).

Section 2. Purpose – These guidelines are hereby promulgated to prescribe the procedures for the development, organization, training, administration, utilization, mobilization, operation, accreditation, protection and funding of the NSRC as provided for in the above-mentioned authority.

Section 3. Definition of Terms:

a. National Service Reserve Corps (NSRC) – An organization composed of graduates of the Civic Welfare Training Service (CWTS) and Literacy Training Service (LTS) components of the National Service Training Program (NSTP) as mandated by Republic Act 9163 (NSTP Act of 2001).

b. NSRC Reservist – A person who is a graduate of the CWTS and LTS components of the NSTP program and designated an NSRC serial number.

c. NSRC Reserve Group (NRG) – The highest level of organization of NSRC reservists composed of at least five (5) or more NSRC Sections organized at the provincial level and highly-urbanized cities, as well as in Higher Education Institutions (HEIs) and Technical-Vocational Education and Training Institutions (TVETs).

d. NSRC Reserve Section (NRS) – A subordinate unit of the NSRC Reserve Group composed of at least five (5) or more teams.

e. NSRC Reserve Team (NRT) – A subordinate unit of the NSRC Reserve Section composed of at least eight (8) but not more than twelve (12) members. Team composition is discussed under Section 5 (Organization).

f. NSRC Reserve Unit (NRU) – A generic term which refers to any level or size of NSRC organization.

g. School-Based NSRC Units (SBNU) – NSRC units established in different HEIs under CHED and TVETs under TESDA.

h. Community-Based NSRC Units (CBNU) – NSRC units established in different localities from the provincial down to the barangay level.
i. **NSRC National Directorate Center (NNDC)** — The Office under OCD that has responsibility over the development, organization, training, administration, utilization, mobilization, accreditation and operation of the NSRC.

j. **NSRC School Directorate Office (NSDO)** — The Office established under the HEIs and TVETs that has responsibility over the development, organization, training, administration, utilization, mobilization, accreditation and operation of the NSRC.

k. **NSRC Community Directorate Office (NCDO)** — The Office established under the LGU/Local DRRMCs that has responsibility over the development, organization, training, administration, utilization, mobilization, accreditation and operation of the NSRC at the community level.

l. **Mobilization** — In the context of NSRC organization for DRRM, mobilization is the official act of calling upon NSRC reservists and NSRC units to report to their respective designated mobilization centers and organized to perform duty as disaster responders and other DRRM tasks.

m. **Accreditation** — The process of determining the suitability and capability of an individual or organization to perform DRRM tasks, based on the criteria and procedures to be issued by the OCD in consultation with other concerned agencies, offices, organization and entities.

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**Section 4. Responsibility:**

a. **The Secretary of National Defense (SND) as Chairperson of the National Disaster Risk Reduction and Management Council (NDRRMC) thru the Administrator, Office of Civil Defense** shall exercise overall responsibility on the development, organization, training, administration, utilization, mobilization, operation, accreditation, protection and funding of the NSRC;

b. **The Chairperson, Commission on Higher Education (CHED) thru the Higher Education Institutions (HEIs)** shall be responsible for the issuance of NSRC serial numbers to all graduates of CWTS/LTS components of the NSTP and the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of School-Based NSRC Reservists and Reservist Units in HEIs under its jurisdiction;

c. **The Director General, Technical Education Services and Development Authority (TESDA) thru the Technical-Vocational Education and Training Institutions (TVETs)** shall be responsible for the issuance of NSRC serial numbers to all graduates of CWTS/LTS components of the NSTP and the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of School-Based NSRC Reservists and Reservist Units in TVETs under its jurisdiction. They may be tasked to assist in the formulation or conduct of training for skills needed in DRRM such as Emergency Medical Services (EMS) Trainings and other related services.
d. The Secretary, Department of the Interior and Local Government (DILG), thru the Local Government Units (LGUs) / Local Disaster Risk Reduction and Management Councils (LDRRMCs) shall be responsible for the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding of community-based NSRC units from the provincial down to the barangay level; and

e. Other Member Agencies, Bureaus, Offices and Entities of the NDRRMC shall be responsible for conducting advocacy of volunteerism for DRRM and shall actively support the organization of the NSRC offices in their respective areas of responsibilities and the implementation of its programs and activities.

Section 5. Mission, Functions, and Composition of the NSRC:

a. Mission: To provide a trained, motivated and organized manpower reserve that can be tapped by the State for DRRM, civic welfare, literacy, national emergency, environmental protection and other similar endeavors in the service of the nation.

b. Functions:

1. To assist in the disaster preparedness, mitigation, response and rehabilitation programs;
2. To serve as an auxiliary to the Disaster Risk Reduction and Management Councils (DRRMCs) response units;
3. To assist in the promotion of civic welfare activities;
4. To assist in the implementation of literacy programs;
5. To assist in socio-economic development;
6. To respond in case of mobilization for national emergency;
7. To assist in environmental protection; and
8. To perform other similar endeavors as directed by higher DRRM authorities.

c. Composition: The NSRC shall be composed of the graduates of the Civic Welfare Training Service (CWTS) and the Literacy Training Service (LTS) components of the NSTP.

Section 6. Organization:

a. The NSRC National Directorate Center (NNDC) shall be organized and established as an organic unit under the OCD. The National Director of the said Office shall be responsible for the supervision and monitoring of the implementation of NSRC development, organization, training, administration, utilization, mobilization, operation, accreditation and protection of the National Service Reserve Corps (NSRC) from the National down to the Regional, Provincial and Municipal level. It shall serve as repository of all data pertaining to NSRC and shall formulate the NSRC manual and operating procedures for the full implementation of the NSRC program as provided for in this IGP and subsequent OCD publications.

b. The NSRC School Directorate Office (NSDO) shall be established in all HEIs/TVETs. The NSDO shall be responsible for the development, organization, training, administration and operationalization of the School-based NSRC. The NSRC School Directorate Office will be placed under the Office of the School President.
c. The NSRC Community Directorate Office (NCDO) shall be organized under the local government units/local DRRMCs at the provincial and municipal level. The LGU/LDRRMCS thru their respective NCDOs shall be responsible for the development, organization, training, administration, utilization, mobilization protection, funding and operation of the NSRC units.

d. Graduates of the CWTS and LTS Components of the NSTP shall be organized into NSRC Reserve Units. They shall be classified into two (2) categories: CBNRUs and SBNUs.

e. Community-Based NSRC Reservist Units: CBNRUs shall be organized at the Barangay, Municipal, City and Provincial level. The membership shall come from graduates of the CWTS and LTS components of NSTP who are residents of their respective localities. The concerned LGUs thru the LDRRMCS, in coordination with DILG and OCD, shall undertake the organization of CBNRUs. The OCD thru the Local DRRMCs shall issue the Activation orders of the CBNRUs.

f. School-Based NSRC Reservist Units: HEIs under CHED and TVETs under TESDA shall organize CBNRUs to be composed of graduates of the CWTS and LTS components of the NSTP who are still enrolled in said institutions. The OCD thru the HEIs and TVETs shall issue the Activation orders of the SBNRUs. These reserve units shall be placed under control of the College/University Disaster Control Group Chairperson for conduct of training and operations.

g. School-Based and Community-Based NSRC Reserve Groups are independent of each other. However, all NSRC Reservists who graduated from their respective tertiary courses and are leaving their schools shall be reassigned to CBNRUs that are organized in their respective places of residences. Report on the organization of SBNRs shall be submitted by the HEIs/TVETs to CHED /TESDA through their Regional Offices. CHED / TESDA shall submit the consolidated report of NSRC Reserve Groups / Units organization to OCD.

h. The system for designation of NSRC Reserve Unit names shall be formulated by OCD. It shall publish a unit designation list that shall incorporate the following: NSRC reserve group number; Name of HEIs/TVETs; Barangay; Municipality; and Province. The same shall be made known to all concerned offices for the smooth implementation of the same.

i. NSRC Reservist Serial Numbers: The CHED and TESDA shall provide OCD with a list of all NSTP graduates since the NSTP Act was implemented in 2001. The list of the NSTP graduates shall include but are not limited to the following Data: Complete Name; Serial Number; Name of School; date graduated from NSTP; present residence/home address; present status as a student (if still in school). Every year thereafter, it will submit the new list of graduates not later than 30 days after the graduation date of the NSTP. CHED/ TESDA shall issue a block of serial numbers to each HEI/TVET corresponding to the number of NSTP students enrolled at the start of the course. Respective schools/institutions shall in turn designate the serial numbers to the students alphabetically. Unused serial numbers shall be returned to CHED/ TESDA. These serial numbers shall be reallocated for the next school year. The OCD shall design a system of serial numbers and blocks of serial numbers parallel to the system designation of NSRC Reserve Groups Unit Names that shall incorporate the following information: cluster/groups/school/Barangay/ Municipality/ City/ Province/Region.
Section 7. Administration of NSRC Reservist Groups/Units – The OCD shall:

a. Maintain a centralized NSRC Reservist database that shall include, among others, the following information: Full name, date and place of birth, serial number, name of school, date graduated from NSTP, present residence and address, present occupation and specialty/skills. This database shall be updated periodically. A mechanism for the periodic update of the database shall be provided by OCD in coordination with other concerned government agencies.

b. Issue orders for assignment, reassignment, designation and awards of NSRC reservists.

c. Formulate a system of morale and welfare upliftment that will include but not limited to the following: Awards, Ranks, Promotions, Training/Schooling.

d. Formulate an NSRC reservist Career Development System.

e. Registration: NSRC Reservists shall be required to physically register in their respective barangays of residence and shall secure a barangay certification that he/she is registered and accounted for. Said Certification shall be a requirement for college/program graduation. The Barangay shall issue said certificate free of charge to the student. The barangay shall charge such expenses to their respective calamity funds.

f. Accounting: NSRC Reservists shall be accounted for during NSRC assembly test or actual assembly during mobilization by their respective LDRRMCs. Assembly tests shall be held at least twice a year at the barangay level.

Section 8. Training:

a. OCD shall provide a system for NSRC individual reservist and unit training program in line with the skills and experience required for their utilization.

b. All NSRC reservists are required to undergo periodic training to provide them the advance and special training needed for their respective skills requirement.

c. NSRC leadership training will be given to selected NSRC reservists who will form the core of NSRC leadership.

d. Specialized Training shall be given to the Reservist to enhance their capability to deliver the needed services.

e. A certification of special or advance training shall be eligible for TESDA/CHED or other concerned agencies equivalency program for higher learning.

f. There shall be a mechanism to maintain a roster of NSRC Reservists who will be eligible applicants for the scholarship programs other than those funded by the national government.

g. The Community-Based NSRC reservists will undergo training through the LDRRMCs in coordination with their respective RDRRMCS.

h. The HEIs under CHED and TVETs under TESDA shall organize and conduct training for the school-based NSRCs in accordance with the NSRC training system and guidelines set forth by OCD.
The local government HEIs/CHED/TESDA and other appropriate agencies/organization shall program trainings and allocate funds for NSRC activities.

The OCD, CHED, TESDA, DILG thru the HEIs, TVETs, LGUs/LDRRMs, accredited NGOs and other concerned offices/organizations shall organize and train core of trainers among NSRCs in their respective schools, offices and in the areas/localities.

Section 9. Utilization:

a. The NSRC reservists and units shall be utilized in accordance to the PDRRM Act of 2010 (R.A. 10121) and the NSTP Act of 2001 (R.A. 9163) which include but not limited to the following:

1. DRRM: Mitigation; Preparedness; Prevention; Response; Relief and rehabilitation;
2. Environmental Protection/preservation and rehabilitation;
3. Civic Welfare and Literacy Activities; and
4. Other tasks needed to address emergencies/calamities/crisis.

b. OCD shall prescribe the procedures for the utilization of the NSRC Reservists and units in coordination with CHED/TESDA for school-based NSRCs and with DILG and LGUs/LDRRMCs for community-based NSRCs.

Section 10. Mobilization:

a. Mobilization of NSRC units shall be undertaken by officials vested with mobilization authority to muster NSRC reservists to assemble in their designated mobilization centers and organized by their respective NSRC units to perform official duty during disasters, emergencies and other DRRM purposes;

b. The Secretary of National Defense (SND), as Chairperson of the National Disaster Risk Reduction and Management Council (NDRRMC) thru the Administrator, Office of Civil Defense shall have the power to mobilize NSRC reservist units for DRRM purposes and other national emergency/crisis situation;

c. The Chairperson of the LDRRMCs shall have the power to mobilize the NSRC units based in their respective localities for DRRM response within their geographical jurisdiction upon the declaration of a state of calamity;

d. Mobilization and deployment of NSRC units outside of the locality shall emanate from a higher authority as defined under Section 15 of RA 10121;

e. Mobilized NSRC units shall be placed under control of the concerned DRRMC; and

f. School-based NSRC units, in case of disaster, may be mobilized by the OCD in coordination with HEIs under CHED and TVETs under TESDA provided that all NSRC reservists who are mobilized are of legal age. Mobilized school-based NSRC units are placed under their respective HEIs/TVETs Disaster Control Group (DCG) and shall be placed further under control and supervision of the LDRRMC for deployment.
g. The controlling school shall provide the necessary administrative and logistics requirement such as insurance, food and other benefits covered under R.A. 10121. In the event the school-based NSRC unit is deployed or utilized outside the immediate vicinity of the school, the LDRRMC provide additional logistics, protection, and insurance requirements.

Section 11. Operation

a. OCD:

1). OCD thru NNDC shall formulate Standard Operating Procedures (SOPs) for the overall and specific operation of the National Service Reservists and the NSRC Units;

2). It shall closely supervise the conduct of NSRC operations nationwide and ensure proper coordination with the HEIs under CHED, TVETs under TESDA and with the LGUs/DRRMCs at all levels; and

3). It shall conduct periodic operational exercises to evaluate the actual operational capability of NSRC units at all levels.

b. HEIs under CHED / TVETs under TESDA:

1). There shall be an NSRC School Directorate Office (NSDO) in every HEIs under CHED / TVETs under TESDA that will be in-charge in the development, organization, training, equipage, administration and deployment of the school-based NSRC unit; and

2). The officials of every HEIs under CHED / TVETs under TESDA have the primary responsibility in the utilization of the school-based NSRC units as first disaster responders in their respective school campuses and their immediate vicinities.

c. LGUs:

1). The LGUs shall have the primary responsibility as First Responder during disasters in their respective localities as provided for in Section 15, RA 10121. As such, there shall be an NSRC Community Directorate Office (NCDO) established at the provincial and municipal levels that will be responsible for the development, organization, training, equipage, administration and deployment of their respective community-based NSRC units; and

2). LGUs shall deploy and utilize NSRC Units in accordance to the SOPs prescribed by OCD.

Section 12. Protection of NSRC Reservists:

a. The protection of NSRC reservists during their mobilization, deployment and utilization including DRRM Practical Training and Exercises shall be the responsibility of the concerned LDRRMC and HEIs/TVETs, for both school-based and community-based NSRC reserve groups. They shall be responsible for providing the insurances, logistics, and other necessary benefits, including hospitalization for NSRC reservists who incur injury while on duty for the period that NSRC reservists are undergoing practical exercises/mobilization in their respective school campuses/localities/communities.
Section 13. Accreditation of DRRM Training Organizations for NSRC:

a. The NDRRMC, thru the OCD, in consultation with CHED/TESDA/DND/DILG shall prescribe the procedures, qualifications, processes, criteria, and other requirements for the accreditation of training organizations, and certification for individual trainer/s;

b. The NDRRMC, thru the OCD, shall be responsible for the processing and approval of the application for accreditation of the training organization, and certification of individual trainer/s for NSRC. All government agencies mandated and involved in the conduct of DRRM Training shall be qualified for accreditation as a training organization for NSRC reservists and units. Their individual training shall comply with the requirements prescribed;

c. Only competent and authorized trainers from accredited training organizations/ institutions shall be allowed to conduct DRRM training activities; and

d. Training Organizations shall be duly registered with SEC/DTI specifically for the purpose of conducting DRRM trainings.

Section 14. Funding of the NSRC Reservist/Units:

a. The concerned LGUs/LDRRMCoS shall provide the necessary funds for the organization and utilization of NSRC reservists in their respective localities. This may be charged from the local DRRM funds otherwise known as Local Calamity Fund; and

b. Funds needed for the organization and utilization of a school-based NSRC reservist shall be charged from school/training institution funds. A funding system similar to the Advance ROTC program which utilizes funds from NSTP may be adopted by the schools. The HEIs/TVETs may coordinate with the local DRRM for use of LDRRMCo resources for joint training activities for disaster response.

Section 15. Evaluation and Submission of Reports:

a. The OCD thru LDRRMCoS in coordination with CHED/TESDA shall conduct periodic evaluations of NSRC units to insure their operational capability for DRRM response. Concerned agencies shall regularly monitor the implementation of this Implementing Guidelines and Procedures. OCD shall consolidate all reports from concerned offices/agencies and submit quarterly/semestral/annual reports to the NDRRMC on NSRC development, organization, training, utilization, mobilization, operation, accreditation and protection of the NSRC every last day of the month of each quarter, semester and year;

b. CHED and TESDA shall submit a yearly report on the roster of CWTS and LTS graduates to OCD; and

c. OCD shall consolidate all the reports for submission to the NDRRMC.
Section 16. Transitory Provision: Pending the formulation and approved details of the standard operating procedures for operations, programs of instruction (POI) for special and advance training for NSRC, criteria for accreditations of NSRC Training Organizations shall be maintained as prescribed herein and in other related publications.

Section 17. Separability Clause: Any provision of these Rules inconsistent with existing laws shall be held invalid. The other provisions not otherwise affected shall remain in full force and in effect.

Section 18. Amendatory Clause: The Secretary of National Defense as Chairperson, NDRRMC thru the OCD Administrator (OCDA), may cause the amendment of these Implementing Guidelines and Procedures as the need arises.

Section 19. Effectivity Clause: These implementing guidelines and procedures shall take effect immediately upon approval by the Chairperson, NDRRMC.

Voltaire T. Gazmin
Secretary of National Defense and Chairperson
National Disaster Risk Reduction and Management Council