



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

24 April 2015

DEPARTMENT ORDER NO. 2015-012

**To : All Concerned
This Department**

Subject : Guidelines and Procedures on the Use of the Quick Response Fund

RATIONALE

The Quick Response Fund (QRF) is a built-in budgetary allocation that represents pre-disaster or standby fund for agencies in order to immediately assist areas stricken by catastrophes and crises. It is specifically allotted for the pre-positioning of goods, emergency response units, and other allied support items and equipment in order that the situation and living conditions of people in communities or areas stricken by calamities, epidemics, crises, and catastrophes are normalized as quickly as possible, which shall serve as a standby fund to be utilized for relief and recovery programs and projects necessitated by the occurrence of disasters, calamities, and other crises, whether natural or man-made.

GUIDELINES

1. The QRF shall be used to enable the immediate rehabilitation and operation of airports, seaports, railways, inter-island linkages such as roll-on roll-off systems, and other crucial transportation facilities which may have been damaged or destroyed, including incidental Maintenance and Other Operating Expenses (MOOE) such as rental of buses or trucks to transport relief goods, etc., and incidental expenses relative to the rescue and relief operations such as communication expenses, and hiring of additional manpower on Job Order basis, if absolutely necessary, for the prompt restoration of normalcy in the delivery of basic services to affected people during emergency situations.
2. The Regional Management Council (RMC) (Regions I to XII), Metro Rail Transit Line 3 (MRT3), Philippine Coast Guard (PCG), Cordillera Administrative Region (CAR) and CARAGA, shall form their respective Quick Response Team (QRT), the composition of which shall be left to the discretion of the Head of the Office/Agency/RMC Chairman. The QRT shall be responsible for the assessment of the damage to structures or facilities in their respective areas of responsibility needing immediate attention so as not to hamper the delivery of public service. They shall likewise be responsible for the preparation of the necessary reports such as Program of Work, Bill of Quantities, etc. to support the request for QRF.

5/14/15
Do-15-17
fo

1940

3. The designated Head of the QRT shall submit the following documents to facilitate the processing of requests and validation of claims within forty eight (48) hours after the occurrence of the calamity/disaster:
 - a. Fire Incidence Report from the local Bureau of Fire Protection (BFP) for losses due to fire;
 - b. PAGASA reports for losses due to typhoons or floods;
 - c. PHIVOLCS record for losses due to earthquake or earthquake fire;
 - d. Pictures of damaged property; and
 - e. Detailed Narrative Report including inventory of damaged properties, estimates of repair funds, etc.

4. The DOTC Evaluation Committee, which shall assess, consolidate all requests for QRF, and indorse the same to the Secretary for his approval, shall be composed of the following:

Undersecretary for Operations	-	Head
Assistant Secretary for Operations	-	Member
Assistant Secretary for Planning and Finance	-	Member
Director for Project Development Service	-	Member
Director for Operation Monitoring Service	-	Member
Director for Comptrollership Service	-	Member

5. Once the QRF is depleted, DOTC shall request the Department of Budget and Management (DBM) for replenishment, subject to the approval of the President.

6. The Comptrollership Service shall prepare quarterly reports on the utilization of the QRF, for signature of the SOTC, and submits to the National Disaster Risk Reduction and Management Council (NDRRMC), copy furnished DBM, the House Committee on Appropriations, and the Senate Committee on Finance.

7. The Management Information Service (MIS) shall be responsible for ensuring that the quarterly reports on the utilization of the QRF are regularly uploaded in the DOTC website.

PROCEDURES

1. The QRT of the offices/Agencies affected by disasters or calamities immediately conducts site inspection and assessment of the damage to facilities or structures which directly hamper the delivery of public service. Prepares request for QRF addressed to the Secretary of Transportation and Communications thru the Undersecretary for Operations, duly endorsed by the head of the affected office/Agency, and supported by the following reports:
 - Complete description/justification of the project;
 - Work and financial program/plan of the agency;

- Endorsement of the head of the agency requesting for assistance; and
 - Pertinent documents may be required on a case to case basis as enumerated in #3 above.
2. The DOTC Evaluation Committee headed by the Undersecretary for Operations, evaluates and consolidates all requests for QRF; forwards to the Secretary for approval.
 3. Approved QRF is forwarded to the Budget Division of the Finance and Management Service (FMS) for allocation of funds to RMCs and concerned offices, and earmarking of funds for projects to be bid-out.
 4. The DOTC Bids and Awards Committee (BAC) shall start the procurement process following the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 5. DOTC submits quarterly report on the status of the utilization of the QRF, either in printed or electronic form to the NDRRMC, DBM, the House Committee on Appropriations, and the Senate Committee on Finance.

For strict implementation.


JOSEPH EMILIO AGUINALDO ABAYA
Secretary



DOTC-OSEC OUTGOING 15-00879