

2011

**SPC Disaster Risk Reduction
Management Team
August 9 & September 9**



**Sisters of St. Paul of Chartres
Philippine Province**

SPC DISASTER RESPONSE TEAM MEETING
WELCOME REMARKS
Sr. Zeta Caridad Rivero, SPC



Sisters, good morning! I am happy with your presence as you participate in this workshop to re-organize our response to Disasters Risk Reduction as SPC Philippine Province. We have chosen you from all the Sisters to represent your respective regions and ministries. Last May 2011, during the assembly on the Continuing Formation for Leaders, with the theme, “Caring for Creation,” there were two suggestions that surfaced to reactivate the Disaster Management Team (that is, the former name of the Team). However, it is not only this that gave impetus to our being here today. The fact that we are constantly plagued by disasters is enough reason to really strengthen our response to it as a province, as ministry, as individuals. We have tried our best to do whatever we can but our individual efforts will never be enough; so, we need to pull our efforts together. There are many lessons we can learn from the past. There is no need for finger pointing now. That is not what we are here for today. We are here because we want to move on and respond proactively and of course, to build on each other’s best efforts.

Sr. Eden supplied me with some information about what happened in the past to connect us to the present. I have talked this over with both Sr. Eden and Sr. Arcelita. I expressed randomly what I hope the outcome would be and what direction to take. These are our objectives:

1. To re-organize the structure province-wide for a unified, fast, dynamic response, fast delivery of services, and for decisions to permeate at all levels of the organization without compromising accountability. First response is on the place of disaster; (This is very important because sometimes, we depend on the province response.)
2. To create a Core Team represented by Sisters from the regions of Luzon, Visayas, Mindanao, for the wise implementation of policies and fast delivery of services through sound decision-making pervading in all levels of the organization;
3. To move for the institutionalization of the Disaster Response Organization to create stability through sound, proactive and responsive policies, and procedures, culture of compassion, commitment, dedication, generosity, and responsible stewardship, etc.;
4. To organize functioning teams for efficient and effective delivery of services, such as:
 - Relief
 - Medical Services
 - Communication
 - CISD
 - Resource Mobilization
 - Networking with Agencies
 - Warehousing

5. To source out funds or resource mobilization to be always ready so that there will always be funds in the coffer for the needs of the victims, especially the poor;
6. To have an efficient system of communication that should pervade in the whole organization and is not only confined to a few;
7. To form Sisters and lay partners through continuing education and development, on how to respond to disasters;
8. To have a warehouse where goods are stored and properly inventoried; and
9. To network with government and non-government organizations for quick and excellent response to disasters and complementary of services.

Sisters, these are all what I can think of. Let us join hands to express our thoughts so that we can be assured of an outcome that we all desire hidden in our minds and hearts. I know each one of us has this desire to bring the good news to all, especially to the poor. Direct service to the poor is our first priority. The good news here is not what we can give materially but the manner in which we do it as a witness of our life of consecration, as religious, as SPC. Mark DeMoss said in his book, Little Red Book of Wisdom, *“Doing what you dread most allows you to control your fear.”* By forcing yourself out of your comfort zone, you pick up invaluable life lessons you wouldn’t be able to pick up elsewhere. So, let us ask for courage and inspiration from the Holy Spirit. May Mary, our Mother and Model help us. Thank you, dear Sisters.



BRIEF HISTORY **Sr. Eden Orlino, SPC**

The SPC response to disaster stricken areas is not new. We have been doing this noble act for many years now. We remember the significant disasters that have hit the Philippines and what comes immediately to mind are the poor who have nothing to eat, no dry clothes to wear, no medical assistance in sight and of late, ‘victims’ needing psychosocial processing.

Looking back at our historical experience, our responses were generally more on an ad hoc, on an individualized basis. We were sharing as an individual institution and quite limited in capacity.

Sometime in the early 90’s, we made a big leap at organizing what we called then SPC Disaster Management Team. The main concept stemmed from the strength of the SPC Philippine province given its number of schools, hospitals, pastoral centers spread in key locations all over the Philippines. More than two decades ago, we saw the opportunity for us to respond to ‘victims’ of disasters. We looked at the historical data of the movements of the weather when we had a more definite line dividing rainy months and dry months. The structure we formed worked. We have responded to the disasters in Ormoc, Pinatubo, South Cotabato, Mindoro, Cebu, Iloilo, Metro Manila, etc.

About two years ago, we reactivated the SPC DMT in the wake of the killer Typhoon Ondoy. It was very timely since Typhoon Pepeng followed it almost immediately. The SPC response was concerted and integrated in the sense that Metro Manila communities pitched in coming from the formation house, schools, hospitals and pastoral centers. We helped out as one team in Bagong Silangan, Quezon City, Pateros, Rizal. In North Luzon, we went to Atok, one of the hard hit areas of Typhoon Pepeng and in Mangaldan, Pangasinan. I would like to acknowledge and mention here the immediate responses to typhoon victims through our schools and hospitals located in the vicinity of disaster stricken areas.

Of late, we gave blankets to 200 families in the evacuation center of Bagong Silangan after Typhoon Falcon hit Metro Manila. The people in Bagong Silangan remember us from Typhoon Ondoy. As I mentioned in my letter of invite, we are now faced with a more erratic, surprising and ferocious weather disturbances. Climate change is the monster we have grown through the years as a nation and the world as a whole. The phenomenon has now become a reality that is irreversible.

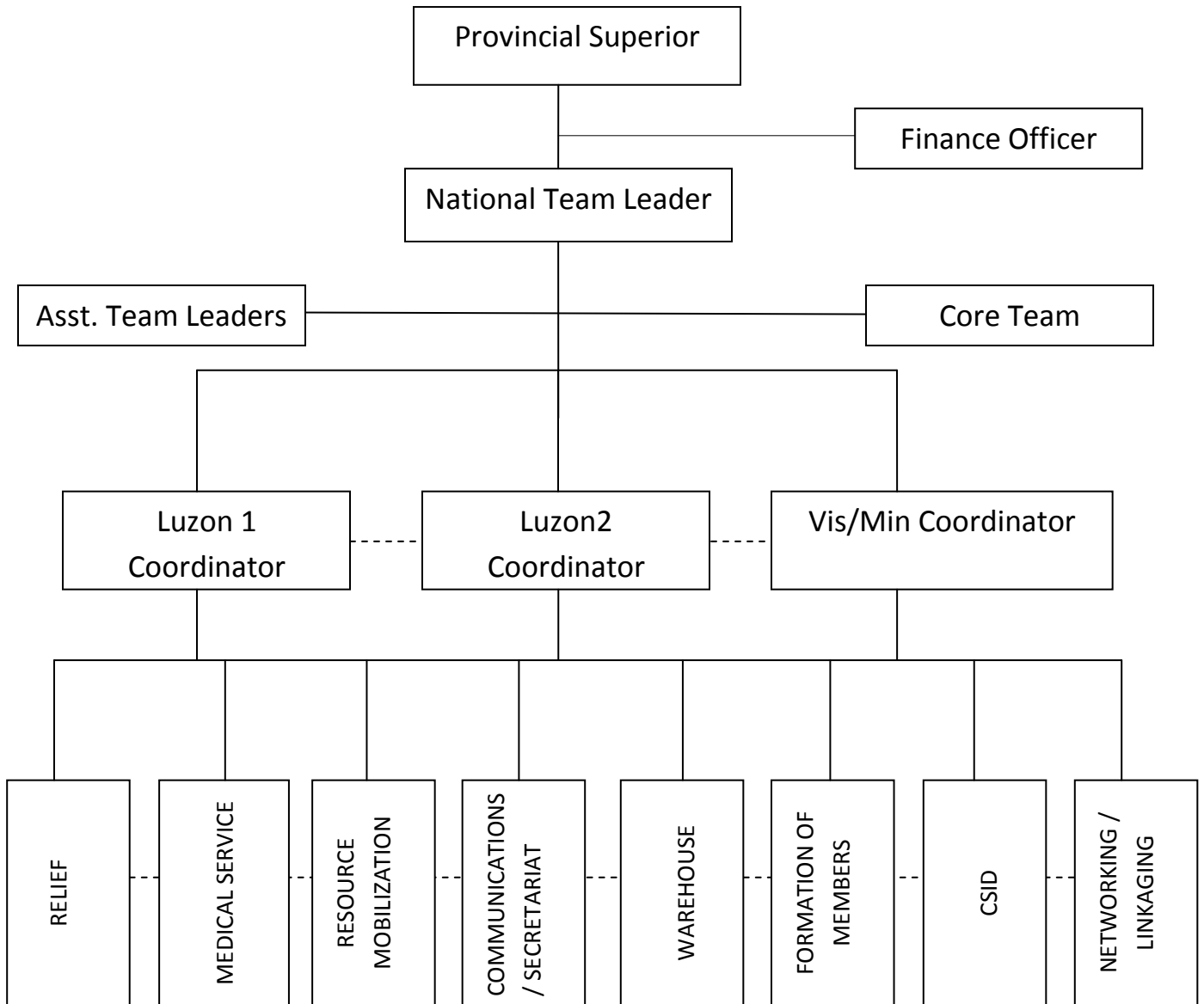
We are here not to give motherhood statements. We are here to fine tune our response to poor/needy victims of disasters and find more ways than one to actualize the challenge of our dear Fr. Louis Chauvet in seeking out the poor and the needy with a sad plight, twice over. We are here to look deeper and to reflect together how we can integrate our priorities in giving “direct services to the poor,” especially in times of disaster.



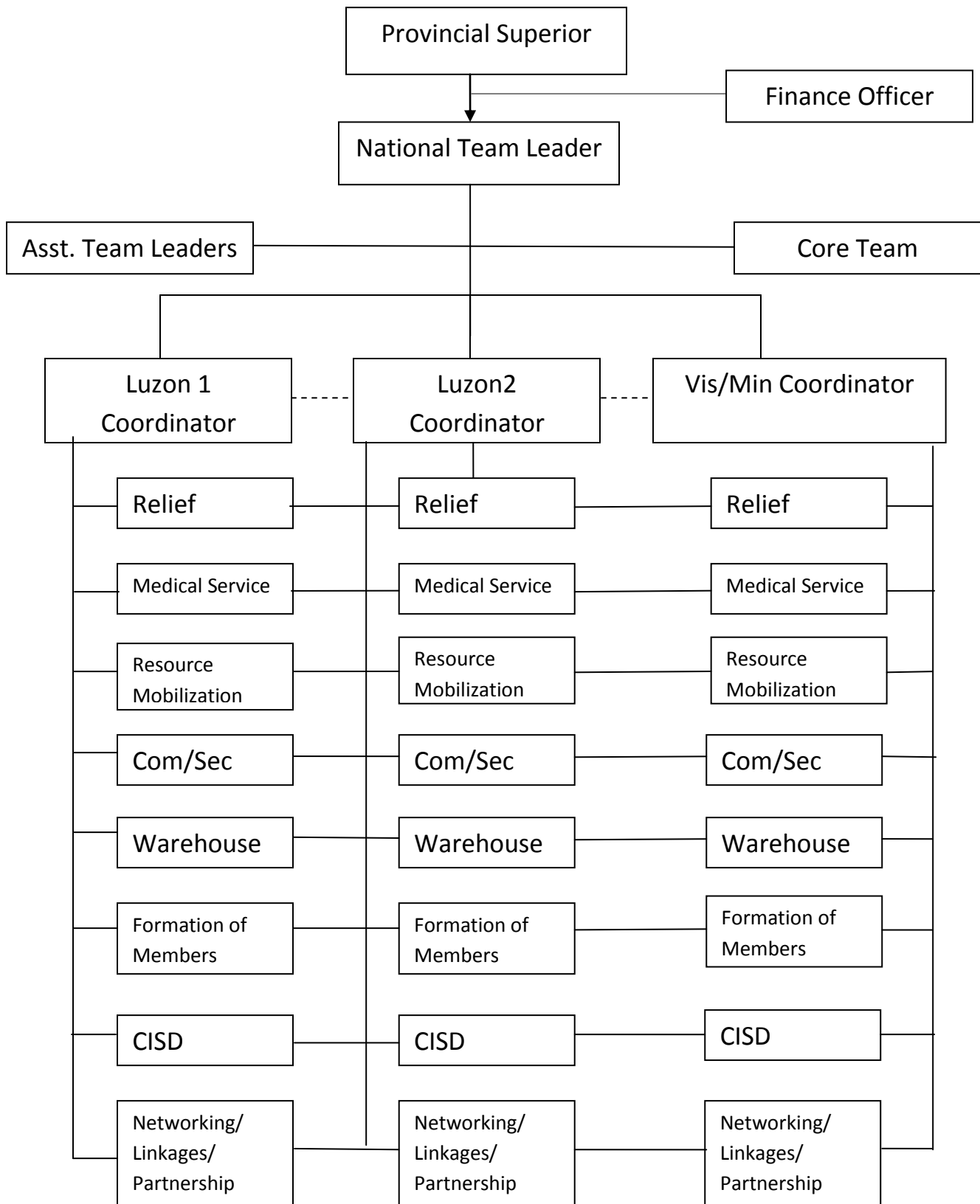
Sisters, we are more than challenged. Let us respond with a cheerful heart.



**SPC DISASTER RISK REDUCTION MANAGEMENT TEAM
CORE TEAM ORGANIGRAM**



NATIONAL LEVEL ORGANIZATIONAL STRUCTURE



SPC DISASTER RISK REDUCTION MANAGEMENT TEAM

CORE TEAM

Provincial Superior : Sr. Zeta Caridad Rivero
National Team Leader : Sr. Eden Orlino
Assistant Team Leaders : The Council Members

Luzon 1 – Regions 1, 2, 3, Cordillera Autonomous Region (CAR)

Coordinator : Sr. Adelina Javellana
Assistant Coordinator : Sr. Teresita Bayona

Luzon 2 – National Capital Region (NCR) and Southern Luzon

Coordinator : Sr. Lilia Therese Tolentino
Assistant Coordinator : Sr. Francesca San Diego

Visayas and Mindanao

Coordinator : Sr. Maria Santanina Bernaldez
Assistant Coordinator : Sr. Rosanne Mallillin



SPC DISASTER RISK REDUCTION MANAGEMENT TEAM COMMITTEES

RELIEF COMMITTEE

Chairperson : Sr. Merceditas Ang
Members : Sr. Veneranda Del Rosario
SPC Education Ministry



MEDICAL SERVICE

Coordinator : Sr. Arcellita Sarnillo
Members : Sr. Eva Maamo
Sr. Arlinda Pacina
Sr. Chantal Versoza
Sr. Cecille Cabahug
Sr. Mercilyn Jabel



RESOURCE GENERATION COMMITTEE

Coordinators:
Island 1 (Northern Luzon) : Sr. Norma Manzano
Island 2 (Central to Southern Luzon) : Sr. Urban Mago
Island 3 (Visayas and Mindanao) : Sr. Donatilla Torres

Members:
Sr. Fe Villanueva
Sr. Marivic, Estrella
Sr. Rosalie Badelic
Sr. Lerma Javing
Sr. Mercy Bangot



COMMUNICATIONS AND SECRETARIAT COMMITTEE

Coordinator : Sr. Ma. Evangeline Anastacio

Point Persons:

Luzon 1 : Sr. Cherryve Dagairag
Luzon 2A : Sr. Dedicacion Rosario
2B : Sr. Angele Ilagan
Visayas : Sr. Gaudelia Baluyot
Mindanao : Sr. Celeste Rivas
Member : Sr. Donnabelle Cadigal



WAREHOUSE COMMITTEE

Chairperson : Sr. Nieves Cueto
Co-chair : Sr. Teresita Agana
Members : Sr. Anne Therese Nobleza
Sr. Edwardine Columbano
Sr. Wilsonia Laxina

CISD/FORMATION

Chair : Sr. Emily Louise del Castillo
Co-Chair : Sr. Maria Dee Lacson
Members : Sr. Linda Tanalgo
Sr. Auralita Intal
Sr. Rowena Rodil
Sr. Pureza Aranas
Sr. Agnes Catalan
Sr. Anne Christine Moscoso
Sr. Rosamond Abadesco
Sr. Severiana Pascual
Sr. Mary Vianney Ramirez



NETWORKING /LINKAGING

Sr. Teresita Baricaua
Sr. Ma. Nilda Masirag
Sr. Bernadette Racadio

**SPC DISASTER RISK REDUCTION MANAGEMENT
COMMITTEE REPORTS**

**ISLAND CORE TEAM COORDINATORS
LUZON 1, CAR, LUZON 2, VISAYAS & MINDANAO**

A. To identify point person /contact person per cluster

1. NDCH, PICO	Sr. Adelina Javellana
2. SPHT, SPUP, Aparri, Aritao	Sr. Norma Manzano
3. Candon, Magsingal, Vigan, Nueva Era, Burgos	Sr. Teresita Bayona
4. San Marcelino, Iba, Candelaria, Bagac	Sr. Norma Que
5. San Rafael, San Miguel, Bocaue	Sr. Teresita Capurihan
6. SPC Pasig, QC, Makati, OLPS, VH, OLPH, Parañaque, OLCC, Cardinal, Caloocan, SPUM, Culion, Pollilio	Sr. Lilia Tolentino & Sr. Pureza Aranas
7. DLSUMC, Island Park, SPH, Balayan, Alfonso	Sr. Francesca San Diego
8. Goa, Sanitarium	Sr. Mercedita Estrella
9. PSH, Dalaguete, Medellin, Dumaguete	Sr. Maria Bernaldez
10. SPHI, Mere Monique, SPU, Barotac Viejo, Barotac Nuevo	Sr. Rosamond Abadesco
11. Maramag, CDO, Gitagum, Manticao, Buug, Pagadian	Sr. Henrietta Esmero
12. Surigao, Cantilan, Davao, GenSan, Surallah	Sr. Rosanne Mallillin

B. Roles and Responsibilities

Pre-disaster

- To ensure the creation of the cluster Emergency Rescue Team (ERT)
- To formulate and disseminate SOPs
- To collect baseline data from any available resources
- Identify committee chair

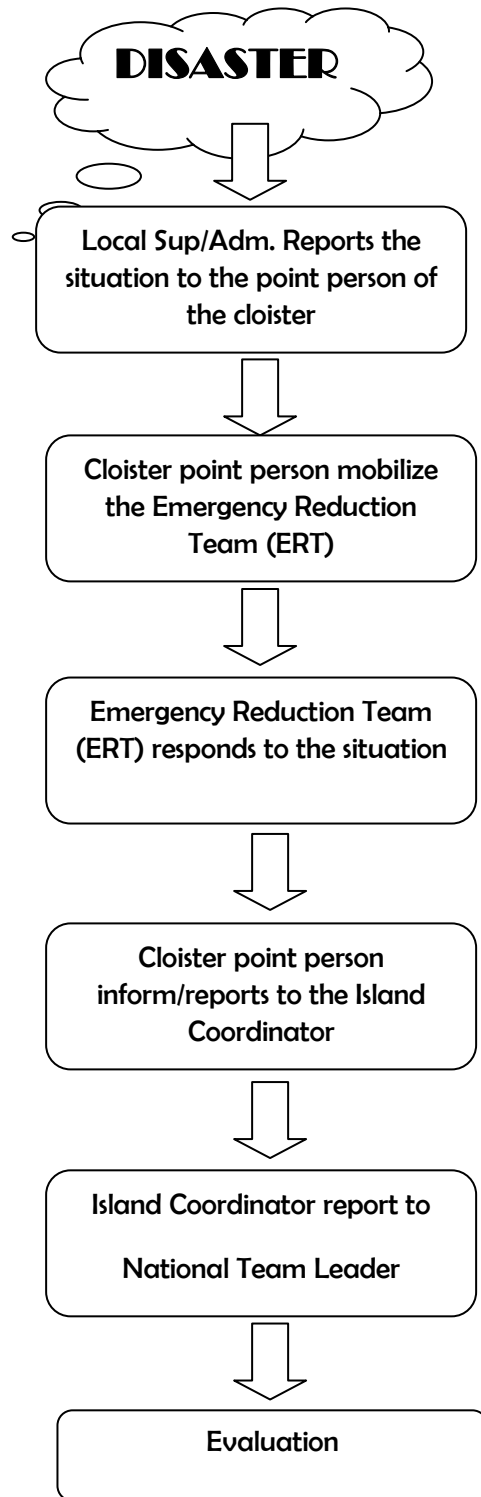
Intra

- To coordinate with the chair of the various committees
- To respond to the immediate need of the disaster affected locally
- To communicate to the National Team leader and to the Provincial Superior the prevailing situation

Post

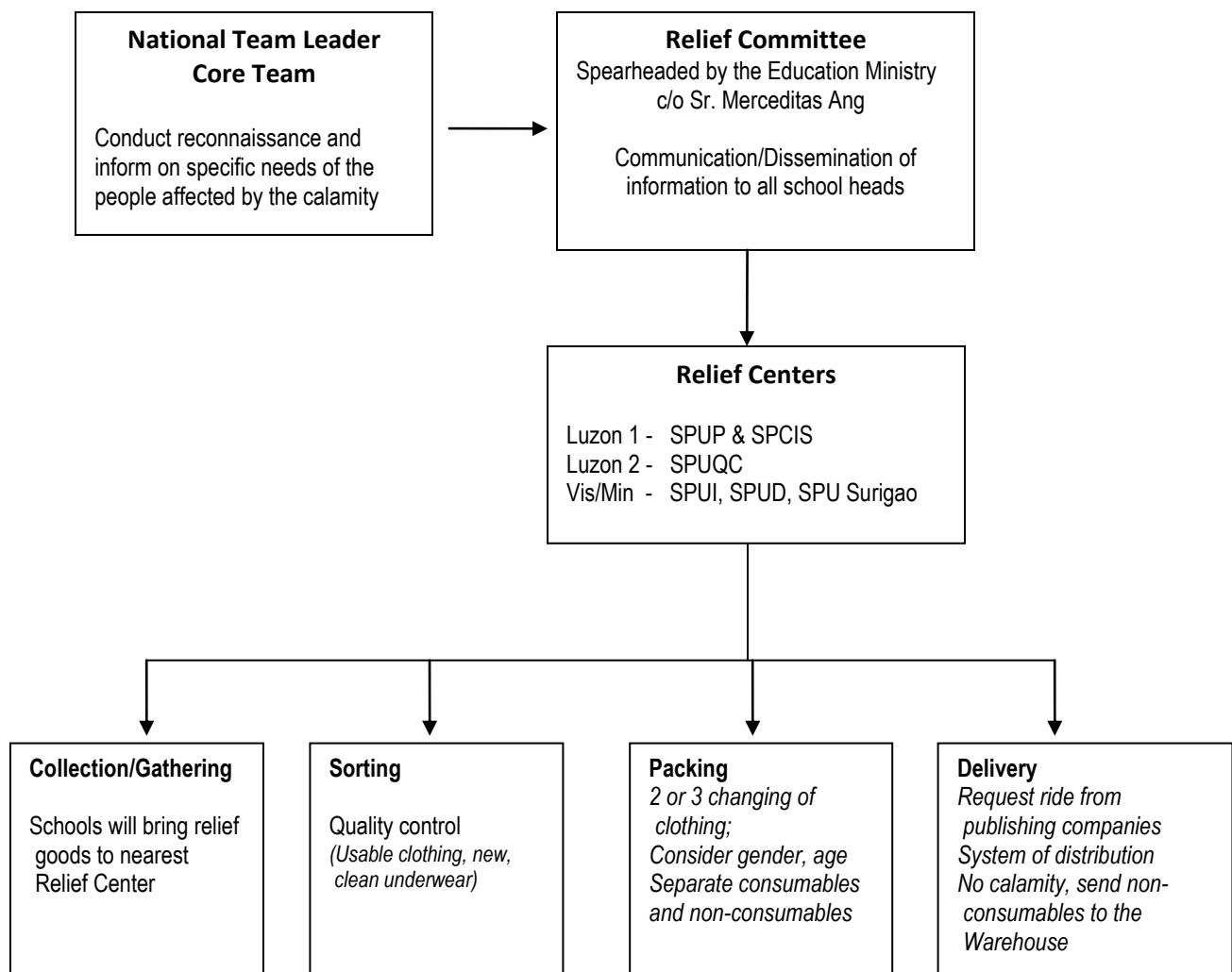
- To evaluate activities every event
- To ensure availability of resources

C. Protocol: When a disaster strikes...



RELIEF COMMITTEE

- The Committee on Relief adopts a continuing and sustainable collection and gathering of donations in cash or in kind, whether or not there is calamity. The relief goods received will be sorted, inventoried, and packed to be ready for delivery in case of calamity. Only non-consumable goods will be forwarded to the warehouse; the cash will be submitted to the Provincialate.
- Volunteer employees and students will be tapped
- In case of calamity, the Committee on Relief will respond with urgency, as shown in the diagram below:



Mobilization of relief goods should be a continuous effort because medicines and canned goods may expire. The Warehouse & Relief committees should continuously generate and dispense the goods to the poor communities who are in need.

MEDICAL SERVICE



A. Objective:

1. General Objective: To provide prompt medical and paramedical services during disaster.
2. Specific Objectives:
 - On Site:
 - a. To respond immediately to emergency needs of the victims;
 - b. To provide consultation and treatment for the victims;
 - c. To provide medicines and supplies;
 - d. To establish referral system to nearby hospitals for patients who cannot be handled on site and for the rehabilitation of victims;
 - On Evacuation Centers:
 - e. preventive health teaching/education
 - f. follow-up and monitoring

B. Point Persons:

- | | | |
|-----------------------|---|------------------------|
| 1. Tuguegarao | - | Sr. Chantal Versoza |
| 2. Cordillera/Baguio | - | Sr. Adelina Javellana |
| 3. Zambales | - | Sr. Norma Que |
| 4. Ilocos Region | - | Sr. Remedios Cayetano |
| 5. Bulacan | - | Sr. Rosalinda Dayap |
| 6. Manila/NCR | - | Sr. Eva Maamo |
| 7. Bicol Region | - | Sr. Mercedita Estrella |
| 8. Northern Mindanao- | | Sr. Celeste Rivas |
| 9. Southern Mindanao- | | Sr. Estelle Camagan |

C. Possible Partners:

1. Medical Staff and employees, volunteers and other lay collaborators
2. Red Cross
3. Nearby Hospitals
4. LGUs / Rural Health
5. Malta
6. Suppliers (of medicines and medical supplies)
7. Benefactors: NASAC (National Social Action Council) – all regions
8. Civic Organization: Rotary & Lions Club, etc.

9. DSWD
10. PTC (Parents-Teachers Committee)
11. Religious Groups

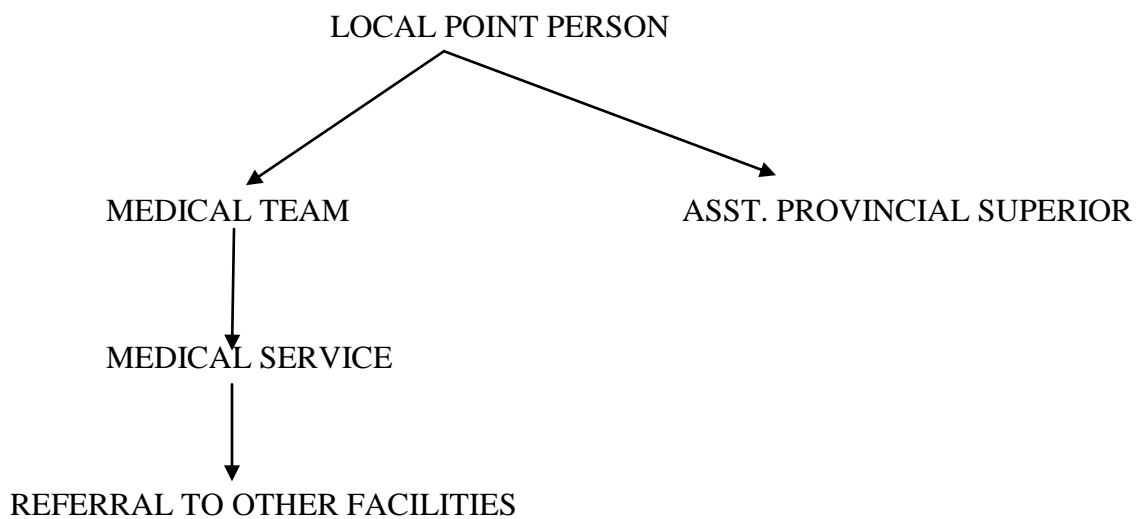
D. Capacities/Capabilities

1. Medical
2. Surgical
3. Dental
4. Medicines and Supplies
5. Diagnostics: ECG and Blood typing
6. Emergency suturing, etc.
7. Emergency Deliveries and Maternal and child care
8. Preventive Health Education

E. Internal Resources

1. We generate resources through our linkages
2. Warehousing of medicines and supplies should be at the local hospital level

F. Flow of Communication



- The local point person identifies for possible linkages in the area before the disaster
- The local point person activates the medical team at the same time informs the Assistant Provincial Superior for Health.
- The Medical Team provides the medical service and refers to others health facilities for back-up.

RESOURCE GENERATION COMMITTEE

OBJECTIVE:

Identify sources of funds to be made readily available in response to a disaster.

IDENTIFIED SOURCES OF FUNDS:

Seed Money:

Every SPC institution is classified accordingly by its resource capacity as A, B, C or D. Class A will be required to give a seed amount of 100,000.00, Class B of 50,000.00, Class C of 10,000.00 and Class D for 1,000.00. All monetary contribution be directed to the SPC Social Development Fund as soon as possible as disaster can strike anytime.

Class A	Class B	Class C	Class D
1. SPU Philippines	24. Gensan Hosp	30. St. Augustine, Iba	49. Aritao
2. SPU Manila	25. SPC San Miguel	31. St. Williams-San Marcelino	50. Dalaguete
3. SPU Quezon City	26. Barotac Nuevo	32. St. Vincent -Candelaria	51. Buug
4. SPU Iloilo	27. St. Williams Magsingal	33. Medellin	52. Nueva Era
5. SPU Surigao	28. SPC Balayan	34. Barotac Viejo	53. General Natividad
6. SPU Dumaguete	29. La Salle Dasmariñas	35. Surala	54. Culion
7. St. Paul College Pasig		36. St. Paul School Aparri	55. Bagac, Bataan
8. St. Paul College, Davao		37. Our Lady of Peace Hosp	56. Pagadian
9. St. Paul College Parañaque		38. Cantillan	57. Cardinal Santos
10. St. Paul College Makati		39. SPC Ilocos Sur *	58. Sipocot
11. St. Joseph's Insitute		40. SPS San Ildefonso	59. Mere Monique
12. SPC Island Park		41. Nunciature	60. SPC Vigil House
13. SPC San Rafael		42. St. Paul Hosp. Cavite	61. Burgos
14. Perpetual Soccour Hospital		43. Maramag	62. Gitagum
15. St. Paul Hosp. Iloilo		44. Mt. Carmel, Polillio	63. Manticao
16. Notre Dame Baguio		45. Goa	64. Jerusalem
17. Maria Reyna Xavier Hospital		46. Alfonso	
18. SPH Tuguegarao		47. St. Gabriel, Caloocan	
19. St. Paul College Bocaue		48. Bethlehem	
20. Our Lady of Peace School			
21. Mt. St. Paul Retreat House			
22. SPS Sta. Maria			
23. St. Anthony, Honolulu, HI			

**For possible upgrading in the future*

Annual Contribution

- Every SPC Ministry Institute will have an annual contribution equivalent to that of their seed contribution. The amount will be collected on the first semester of every Calendar Year.

Love Offering

- A part of Mass offerings and collections (15%) will be submitted to the warehouse and SPC Social Development Fund. It was advised that expiration dates be checked to facilitate stocking.

- A synchronized love offering will be organized, like for a week, everybody is encouraged to offer blankets or pails or dinner wares or soaps or slippers, etc. These will be submitted to the warehouse.

Other Alternative Sources

- 5% of the net amount of every fund raising drive will be submitted to the SPC Social Development Fund
- Inventory share from every institution's clothing inventory (from PE uniforms, shirt drives and the like).

Other Proposals

- There was a suggestion for the committee to meet twice a year, once every semester.

Initial Seed Money (Decided by the Core Team on September 9, 2011)

- To be collected as soon as the communication is given to the communities
- Seed money = P 2M; whatever is collected over and above P2M will serve as operational fund
- The communities are challenged to give more.
- The subsequent annual contributions will be collected in June every year.
- All cash will be remitted to the Provincialate for the Social Development Fund; all contributions in kind will be directed to the warehouse.
- The SPC Social Development Fund is specifically for disasters, for the training of CISD, and other capital expenses
- Other operating expenses for reconnaissance may be shouldered by the sisters involved in the operations.

COMMUNICATION/SECRETARIAT COMMITTEE

Over-all Coordinator : Sr. Ma. Evangeline Anastacio

Island Coordinators:

Luzon 1	:	Sr. Cherryve Dagairag
Luzon 2A	:	Sr. Dedicacion Rosario
2B	:	Sr. Angele Ilagan
Visayas	:	Sr. Gaudelia Baluyot
Mindanao	:	Sr. Celeste Rivas
Other Members	:	Sr. Donnabelle Cadigal

RESPONSIBILITIES:

- Before a disaster
 1. Facilitates sharing of information among SPC communities on weather forecast and other related educational materials specifically on disaster management, climate change and/or environment advocacy.

- When a disaster strikes
 1. Acts as conduit for communication between and among the DRRM committees;
 2. Assists in the dissemination of information for mobilization from the National Team Leader/Island Team Coordinator to the key persons in the communities e.g. superiors and administrators or point persons;
 3. Coordinates with Island Team Coordinator for situational updates

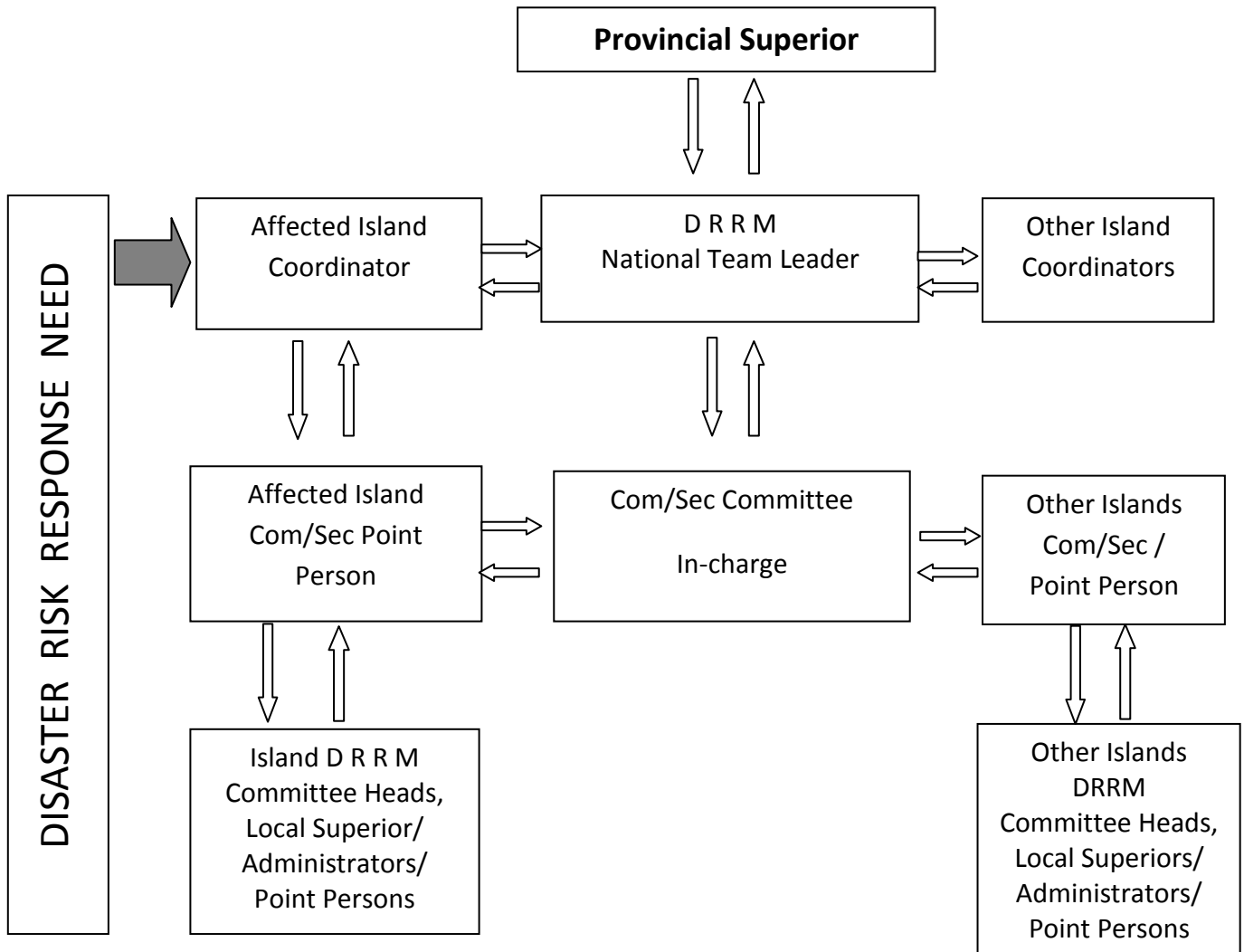
- After a disaster
 1. Gathers pertinent data and document the DRRM efforts in coordination with Island Coordinators and point persons in SPC Communities;

Expected Output: Soft and Hard Copies for Provincial Superior, DRRM National Team Leader, Archives
 - Photographs
 - Articles for Philippine Echoes/Newsletter
 - Reports

NEEDS:

1. Directory of DRRM Team Members, Superiors and Administrators
2. Hotline:
 - PAG-ASA
 - Red Cross
 - NDCC/RDCC
 - DSWD

COMMUNICATION/SECRETARIATE COMMITTEE FLOW CHART



WAREHOUSE COMMITTEE

Chairman	-	Sr. Nieves Nieto
Co-chair	-	Sr. Teresita Agana
Members	-	Sr. Anne Therese Nobleza
		Sr. Edwardine
		Sr. Wilsonia Laxina

** No representative from Vis-Min

Objectives:

1. To establish a big, safe warehouse where goods will be kept in common
2. To request permission on the use of the said warehouse from the Provincial Superior and identified school administrator/s.
3. To accept donations in kind (except perishable goods) from the relief committee
4. To categorize dry goods according to apparel, sizes, etc.
5. To receive request of goods approved or authorized by the DRRM National Team Leader or Island Coordinators
6. To pack and distribute goods according to the request (to be picked up by the requesting party)
7. To do a regular inventory and accountability of goods

RESPONSES TO OUR OBJECTIVES

1. Two identified schools in Luzon : St. Paul College Pasig
2. Write to Sr. Zeta for permission and then to Sr. Teresita Baricau, the School Directress
3. Request relief committee to identify the kinds of goods to be stored in the warehouse.
4. Schools and hospitals will send personnel to categorize dry goods and store them accordingly in the warehouse.
5. QUESTION: From whom shall the committee receive the requests?

SUGGESTED GOODS TO BE DONATED & STORED

1. Blankets
2. Slightly used clothing
3. Soap – bath and laundry
4. Plastic pails
5. Dippers for water
6. Mats
7. Plastic drinking container
8. Flashlights with batteries
9. Plastic bags for storing goods
10. Toothpaste and toothbrush
11. Combs
12. Shampoo
13. Slippers – rubber and house slippers
14. Others

CRITICAL INCIDENT STRESS DEBRIEFING (CISD) / FORMATION

Chair : Sr. Emily Louise del Castillo
Co-Chair : Sr. Maria Dee Lacson
Members : Sr. Linda Tanalgo
Sr. Auralita Intal
Sr. Rowena Rodil
Sr. Pureza Aranas
Sr. Agnes Catalan
Sr. Anne Christine Moscoso

Roles and Responsibilities:

1. To organize program and activities for the on-going formation of members
2. To conduct training on CISD and Disaster Preparedness /DRRM
3. To network with organizations which are experts on CISD & DRRM (both GOs and NGOs)

List of Possible Partners

- National Center for Mental Health
- Philippine Guidance and Counseling Association
- Sr. Therese Yusay
- Guidance Counselors of SPC Schools

Capacities and Capabilities

- We are SPC (we have the habit)
- Compassionate Listening
- Prayerful
- Basic Counseling Technique, Knowledge, Skills

Internal Resource Generation

- Solidarity Fund (specifically the formation house)

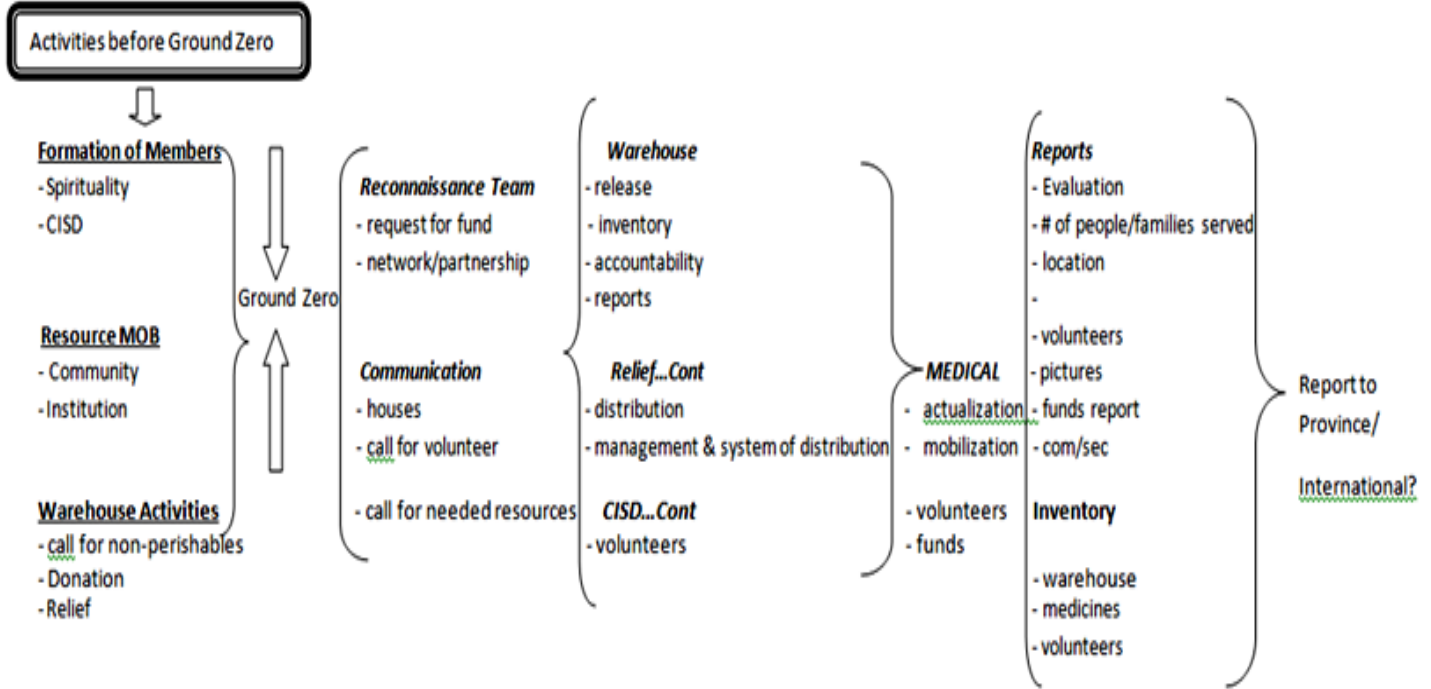
Point Persons

Luzon 1 - Sr. Alegria, Sr. Amanda, Sr. Emelita, Sr. Remedios C.
Luzon 2 - Sr. Rowena R., Sr. Belinda, Sr. Severiana
VisMin - Sr. Edna, Sr. Estelle, Sr. Teresita, Sr. Dahlia, Sr. Bernadette D.

OVERALL PROCESS FLOW

Core Team

- ❖ Transport
- ❖ Dispatch
- ❖ Reconnaissance
 - Partnership
 - Incheing
- ❖ Volunteer Management
- ❖ Logistics
- ❖ Thank you cards
- ❖ Orchestrator



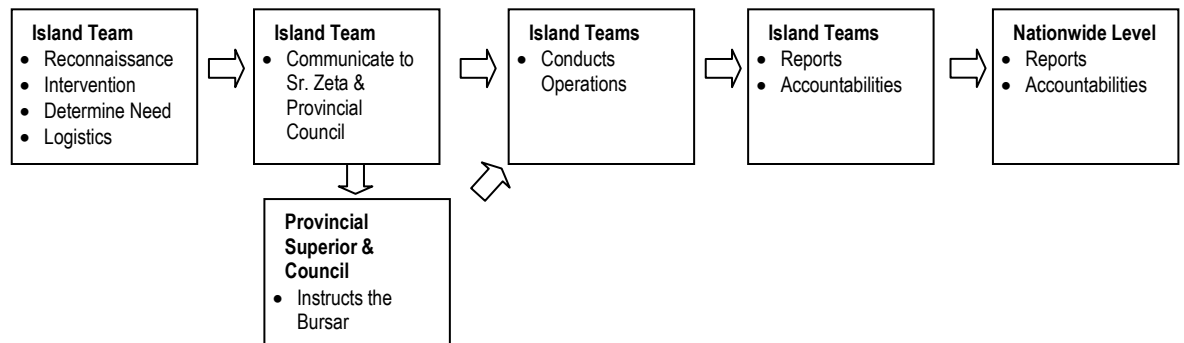
Strike of Disaster – Ground Zero

SPC Disaster Risk Reduction Management Team Responsibilities

	Relief	Medical Service	Resource Mobilization	Communication/ Secretariat	Warehouse	Formation/ Training	CISD	Partnership	Island Core Team
Before	<ul style="list-style-type: none"> • Collects , sorts, packs non-consumable materials • Prepares distribution hardware materials • Crafts internal systems and procedures 	<ul style="list-style-type: none"> • Collects , sorts , packs medical supplies and equipment. • Scouts for volunteers. • Crafts internal systems and procedures 	<ul style="list-style-type: none"> • Finds ways and means to generate funds and commodities • Taps future donors to avoid donor fatigue • Crafts internal systems and procedures 	<ul style="list-style-type: none"> • Keeps directory of partners, volunteers, potential donors • Disseminates info regarding up coming typhoons • Crafts user friendly report format for the committees 	<ul style="list-style-type: none"> • In charge of storing donated goods • Observes sound storage practices and procedures • Keeps inventory of materials and equipment in storage 	<ul style="list-style-type: none"> • Crafts CISD training plan • Scouts for lay volunteers • Looks for possible partners and linkages • Enjoins prayer partners and request for prayers in the formation house, vigil houses and other SPC Houses. • Crafts 'disaster prayer' 	<ul style="list-style-type: none"> • Keeps directory of trained CISD volunteers • Sends invite when there is operation 	<ul style="list-style-type: none"> • Scouts and establish partnerships with LGU's, NGO's, military, church, etc 	<ul style="list-style-type: none"> • In charge of reconnaissance team/collect baseline data/recognize existing structures in area • Communicates with Provincial Superior for immediate requests. • Crafts operations plan • Expands reach and magnitude through establishment and maintenance of partnerships with local groups
During	<ul style="list-style-type: none"> • In charge of relief distribution • Coordinates with existing structures in the area 	<ul style="list-style-type: none"> • Takes charge of medical/dental/ surgical operations • Coordinates with existing structure in the local area 	<ul style="list-style-type: none"> • Helps in relief/medical / CISD group • Assesses on site needs during operations. 	<ul style="list-style-type: none"> • Takes photo/video documentation • Interviews survivors and make vignettes regarding disaster experiences with human interest 	<ul style="list-style-type: none"> • In charge of inventory of goods to be released to relief team • Helps in the distribution of goods 	<ul style="list-style-type: none"> • Conducts CISD during operations 	<ul style="list-style-type: none"> • In charge of CISD of children, youth, and adults • Prepares referrals for advance cases 	<ul style="list-style-type: none"> • Takes care of partners, donors who are joining the mission • Helps where help is needed 	<ul style="list-style-type: none"> • Overall in charge of mission • Closely coordinates with committee heads • Makes in-situ decision after conferring with committees

	Relief	Medical Service	Resource Mobilization	Communication/ Secretariat	Warehouse	Formation/ Training	CISD	Partnership	Island Core Team
After	<ul style="list-style-type: none"> • Submits reports to comm./sec • Returns hardware to warehouse • Integrates lessons learned 	<ul style="list-style-type: none"> • Submits report to comm./sec • Integrates lessons learned 	<ul style="list-style-type: none"> • Submits report to comm./sec • Integrates lessons learned 	<ul style="list-style-type: none"> • Collates reports and crafts final reports to be submitted to national comm./sec • Integrates lessons learned 	<ul style="list-style-type: none"> • Submits report to comm./sec • Integrate lessons learned 	<ul style="list-style-type: none"> • Submits report to comm./sec • Integrates lessons learned 	<ul style="list-style-type: none"> • Submits report to comm./ sec • Integrates lessons learned 	<ul style="list-style-type: none"> • Submits report to comm./sec • Integrates lessons learned 	<ul style="list-style-type: none"> • Submits report to comm./sec • Integrates lessons learned • Plans celebration and acknowledgement of partners, workers and volunteers

FLOW CHART



TIPS
<ul style="list-style-type: none"> • Nature of disaster • Generic Relief

TRICKS
<ul style="list-style-type: none"> • Sorted, clean, ready to wear • Soup kitchen • Special needs for: <ul style="list-style-type: none"> ○ Lactating mothers ○ Children with special needs ○ Babies

TRAPS
<ul style="list-style-type: none"> • Don't determine their needs

Principles /Guide of SPC DRRMT

- 'Victors' are not totally incapacitated
- As interveners, we have to increase capacities and decrease vulnerabilities
- We must not be the second disaster
- Promote partnership
- Focus on your niche (capability and capacity)
- Intervention must contribute to local, regional and national development
- Advocate for sound environmental practices
- Witness to Christian call and commitment

Key Concepts

- Spirit of Fr. Louis Chauvet
- Highly participatory
- Timely, appropriate, and delightful quality services
- Multiplier effect
- Sharing of best practices
- Lean and mean
- Caritas Christi Urget Nos!



National core team job description

- Assists the provincial in the SPC-DRRMT
- Makes research, connects, develop partnership in the local and national levels to increase reach and magnitude
- Strategizes for relief operations
- Does social marketing and advocacy for and in defense of environment
- Represents the congregation/provincial in national local DRRMT network
- Etc

CALENDAR 2011

III QUARTER

- ❖ PROCEEDINGS AND POLICIES August 20 & 21
- ❖ FEEDBACKING 1st week of September
- ❖ MEETING OF CORE Beginning 1st week of October

IN-CHARGE OF FEEDBACKING

COMMUNITIES	TO GIVE THE FEEDBACK
Pico, Burgos	Sr. Adelina Javellana
Nunciature	Makati
Caloocan, OLPS, Cardinal Santos, Vigil House	OLCC
Polillio, Goa	Sr. Mercedes Ang
Balayan	Sr. Angeles Ilagan
Zambales	Sr. Bernadette Racadio
Candon, Magsingal	Sr. Teresita Bayona
Barotac, Dumaguete, Mere Monique Home	Sr. Rosamond Abadesco
Surigao, Cantilan, Davao, Surallah, Lake Sebu, General Santos	Sr. Teresita Agana & Sr. Teresita Baricaua
Gitagum, Manticao, Buug, Maramag	Sr. Henrietta Esmero & Sr. Celeste Rivas

Suggested outline of 'handbook'

- Table of contents
- Foreword, strengths, niche and capability of SPC
- Brief history
- Brief write up on spirituality of creation, climate change, vulnerability of Philippines,
- Organigram/ list of houses
- Matrix on what to do before, during, after operations/mission
- Macro / national flowchart
- Committee internal flowchart
- Various forms (reportorial, requests, sample letters of requests and thanks, inquiries, etc.)
- Directory of houses/organigram based
- Glossary