

Secondment Plan

Capacity Building in Asia for Resilience Education Project (CABARET)

WP6

De La Salle University

**Environmental Hydraulics Institute
of the University of Cantabria (IHC)**

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LIST OF ACRONYMS

ADPC	-	Asian Disaster Preparedness Center
CABARET	-	Capacity Building in Asia for Resilience Education
CCA	-	Climate Change Adaptation
DRRM	-	Disaster Risk Reduction and Management
EU	-	European Union
FSLGA	-	Federation of Sri Lankan Local Government Authorities
HEI	-	Higher Education Institution
IHC	-	Environmental Hydraulics Institute of the University of Cantabria
IOC/UNESCO	-	Intergovernmental Oceanographic Commission United Nations Educational Scientific and Cultural Organization
MHEWS	-	Multi-Hazard Early Warning System
MOA	-	Memorandum of Agreement
MOU	-	Memorandum of Understanding
SEA	-	Socio-Economic Actors

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1 INTRODUCTION AND OBJECTIVE

1.1 Rationale

Over the past ten (10) years, coastal hazards such as tsunamis, storm surges, sea level rise and coastal erosion have shown that inadequate preparation for and response to emergency situations such as disasters result in considerable loss of lives and. Notable among these coastal hazards are those that have happened in Asian countries such as the Philippines, in the cases of Haiyan in 2013 (*Washington Post*, 2013) and the storm Surge in Japan in 2011. (*National Geographic*, 2011). Damages and loss of lives from these hazards that could have been prevented or mitigated given proper education, wide dissemination of information, more active advocacy on early warning systems, and comprehensive risk assessments leading to adequate safety nets and policies.

Given the transboundary nature of most coastal hazards and the range of devastation wrought on coastal communities by the recent disasters, international and regional collaboration as well as multi-stakeholder partnership at all levels is proven to be critically necessary. In this context, the project CAPacity Building in Asia for Resilience EducaTion (CABARET) aims to foster regional cooperation for more effective Multi-Hazard Early Warning Systems (MHEWS) and increased disaster resilience among coastal communities. The CABARET project is an Erasmus+ programme co-funded by the European Union and led by the University of Huddersfield (United Kingdom) in partnership with Higher Education Institutions (HEIs) in Asia, particularly those countries coming from the Region 6 area.

One of the major components of the CABARET project focuses on the capacity development of partner HEIs to promote and initiate opportunities for fruitful partnerships with social and economic actors (SEAs) to enhance MHEWS and ensure wider benefits for targeted clients. In this regard, the science and academic communities of these HEIs have a critical role in providing specialized scientific and technical inputs to assist governments and communities in developing their respective Multi-Hazard Early Warning Systems (MHEWS). Their expertise is central to analyzing natural hazard risks facing coastal communities, supporting the design of scientific and systematic monitoring and warning services, supporting data exchange, translating scientific or technical information into comprehensible messages, and disseminating clear warnings to communities at risk. Most of all, Higher Educational Institutions (HEIs) share an equal role in society by developing human capacity through education, making it essential to constantly update themselves on disaster occurrence by acquiring necessary knowledge and expertise for the benefit of high risk communities.

This need for greater partnership among and between Socio-Economic Actors and HEIs was further stressed in The Sendai Framework for Disaster Risk Reduction, signed by 187 member states in 2015. The Framework charts the global course with regard to disaster risk reduction and management over the next 15 years, of which the MHEWs is one of three targets. The active collaboration between HEIs and SEAs can help to ensure high impact, and relevant outcomes from science and education in the cause of disaster risk reduction and management, in the light of these global targets.

1.2 Objective

Work-package (WP) 6 of the CABARET project is entitled “Partnerships with Social and Economic Actors (SEAs).” It seeks to address, conceptualize and develop a partnership strategy via the formulation of a Secondment Plan, which aims to devise related training activities to facilitate partnerships between HEIs and SEAs as part of MHEWs and disaster resilience building.

The initial Work Package 6 activity looks into how to provide detailed procedures in facilitating partnerships between HEIs and SEAs, and to implement secondment in building resilience in coastal communities. Accomplishing the partnership strategy and secondment plan will enable the assessment and identification of each community’s needs for Multi-Hazard Early Warning Systems. In so doing, the identified community need/s will then be matched with the available Secondment Expert or Expertise of an HEI.

The partnership strategy and secondment plan with emphasis on disaster resilience focuses only on CABARET partner countries observed as being susceptible to disaster risks. However, these identified countries may only be used as a point of reference for other secondment initiatives in Asian countries and worldwide.

2 METHODOLOGY

This section describes the methodological approach and steps conducted to develop the partnership strategy and secondment plan for the CABARET project. The methodology comprises three main steps as part of its approach: (i) definition of the conceptual framework, (ii) assessment of capacity needs, and (iii) definition of Secondment features. Each of these steps is fed by different results developed in the project (see Fig. 1). On the one hand, the National Position Papers of each of the five countries involved in the project (Sri Lanka, Indonesia, Maldives, the Philippines and Myanmar) as well as the Regional Position Paper presented in the workshop contribute to defining the capacity needs of the Asian countries (please see references for more information).

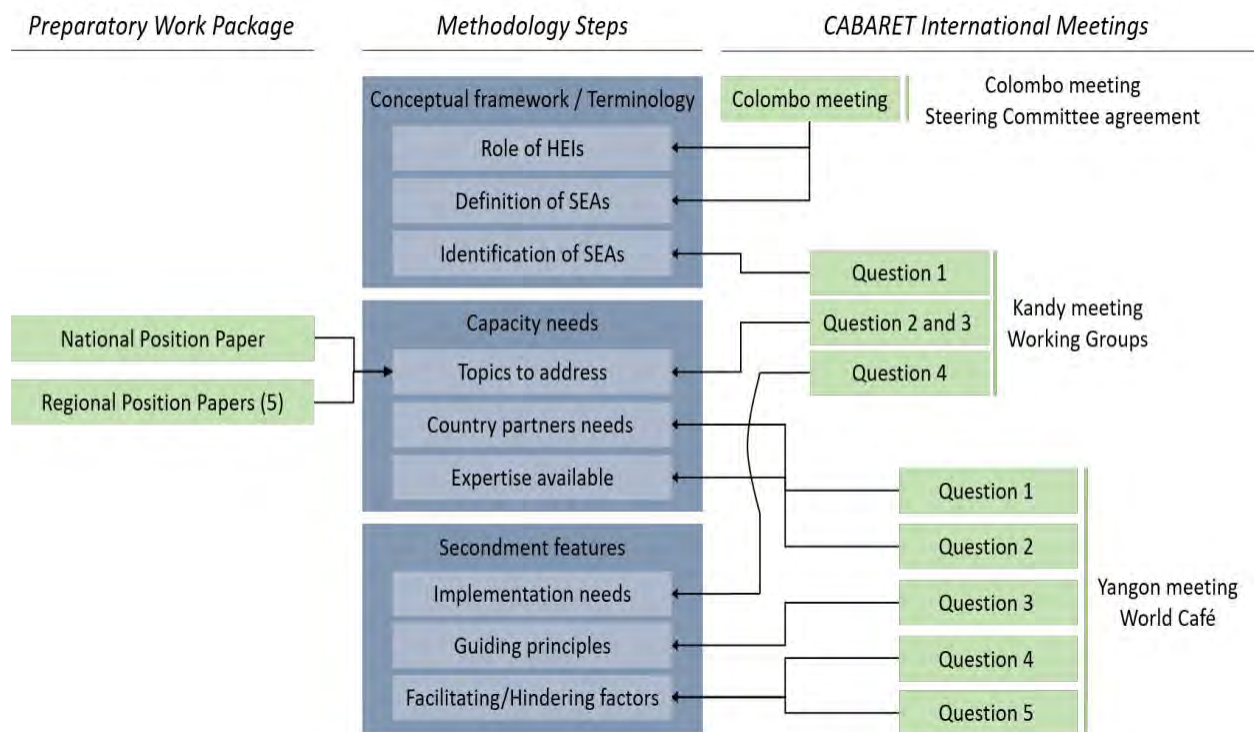


Fig. 1. Secondment Methodology Workflow

3 PARTNERSHIP STRATEGY AT THE REGIONAL LEVEL

Potential partners at the regional level are identified by the CABARET Project from its existing consortia with several associated partners namely: Intergovernmental Oceanographic Commission (IOC) of the United Nations Educational Scientific and Cultural Organization (IOC/UNESCO); the Asian Disaster Preparedness Center (ADPC); and the Federation of Sri Lankan Local Government Authorities (FSLGA). These organizations represent the non-academic sector. They will contribute to the design and delivery of training on disaster resilience, and provide views on university-socio-economic actors partnerships and the opportunity to provide staff for the Secondment Plan due to their expertise.. The following are descriptions of each organization that may best suit the needs of a particular coastal community and that may be involved in a potential partnership:

The **Asian Disaster Preparedness Center or ADPC** is known for its extensive experience in working with higher education and is able to offer wide-ranging Secondment opportunities for partners. The ADPC has nearly 30 years of working experience in the Asia-Pacific region, making communities safe from disaster by strengthening disaster resilience at all levels. This organization lists among its strong points having well-established networks with government line agencies and strong partnerships with regional organizations and development agencies.

The **Federation of Sri Lankan Local Government Authorities (FSLGA)** is the umbrella organization of Sri Lanka's local government association. It aims to coordinate a unified approach among Local Government Authorities in Sri Lanka by resolving common issues and developing participatory governance for the well-being of its citizens. The organization also aims to make the voice of its citizens heard and to ensure effective participation of local policy makers in planning, development and decision-making, using the participatory democracy framework. In addition, it seeks to strengthen the function and capacity of Local Government Authorities in order to facilitate cooperation among all tiers for effective service delivery and development at all levels. The FSLGA envisions itself to contribute its extensive experience in the interface between government, the private sector and higher education, cognizant of their key roles in improving MHEW.

The **IOC/UNESCO**—the Intergovernmental Oceanographic Commission of UNESCO— is the only competent organization in marine science within the United Nations system. Its purpose is to promote international cooperation and to coordinate programmes in research, services and capacity-building, cognizant of the following realities and necessary services in the field of global tsunami warning systems; it supports greater understanding of climate change and sharing of data on all marine life, from bacteria to whales. The IOC is a community of 148 Member States that work together to observe, understand and manage the shared marine environment that unites us all. This is made possible through the partnerships developed with multiple stakeholders in response to global challenges that cannot be met by member states alone. The ocean and its attendant disasters recorded in history have played a leading role in building greater international cooperation, since the UNESCO was first formed in 1960.

Secondments and loan availment are ways in which UNESCO can mobilize expertise and skills to reinforce its role in activities concerning the ocean. Experts from this organization are known to be loaned or seconded to UNESCO by its partners—Member States, Non-Governmental Organizations, universities or the private sector—and are highly valued resources in several specialized fields. UNESCO offers secondees the opportunity to gain experience in a dynamic international environment; for UNESCO's partners, the secondment scheme offers the opportunity to highlight expertise of relevance to UNESCO's mandate. They (the Experts) are deployed for a fixed period in response to the specific need of an Organization.



4 SECONDMENT AT THE NATIONAL LEVEL

The concept of a Secondment is but one of the best strategies conceived in advocating CABARET's primary aim of "Capacity Building on Partnerships with Socio-Economic Actors" or Work Package 6. The basic idea behind the Secondment Plan involves Higher Educational Institutions (HEIs) partnering with national, local and community level socio-economic actors, to build the capacity of the latter through training, research, mentoring and coaching on resilience. The HEIs in turn could learn new things from socio-economic actors regarding the applications of research in decision-making, and be able to develop their own strategies and methodologies in capacity development for further improvement and conceptualization of MHEWS. In other words, the plan entails reciprocity between partners to promote and advocate for coastal community resilience, with a special focus on Multi-Hazard Early Warning Systems (MHEWS).

The Secondment Plan is intended to address national and local needs and should be tailored and initiated based on specific local context with proper implementation (and as observed), ranging from local, national to international settings. Furthermore, the Secondment should look into certain peculiarities when introduced or entering into a partnership with government, be it national or local. These local contexts and needs can be matched with the expertise of the different HEIs and their respective researchers or faculty.

The draft Memorandum of Agreement (MOA) is attached herewith in the hope that it will serve as the basis of the Secondment Plan and is subject to future revisions.

4.1 Conceptual Framework and Terminology

Among the important outputs provided in the first working session/participatory activities of CABARET meetings is Section 2 or the Methodology, which has produced valuable results by defining the conceptual framework for the partnership strategy and Secondment Plan as well as an agreement relative to the concepts and terms of the said section. The results of the initial workshop are presented as follows:

A. Role of Higher Education Institutions (HEIs)

In this document, Higher Educational Institutions (HEIs) have been identified and defined with respect to their role in the Secondment Plan. HEIs refer to any academic or research institution offering and delivering higher education, such as traditional universities, professionally oriented institutions and technological and research centers.

During the same working session, the partners discussed the roles of education, research, promotion of MHEWS, facilitating links among different stakeholders and partnerships, and support for media as beneficial when assumed by HEIs in the conduct of the Secondment Plan.

Finally, the roles of HEIs were summarized as: Education, Advocacy and Knowledge Development in the workshop session, as agreed upon by the CABARET Team members.

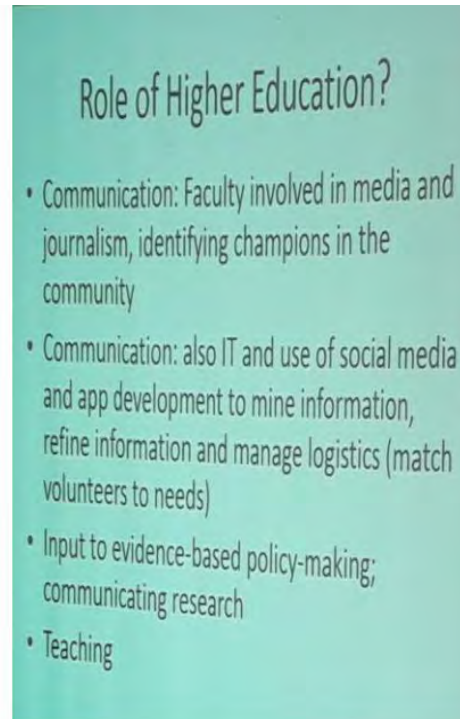
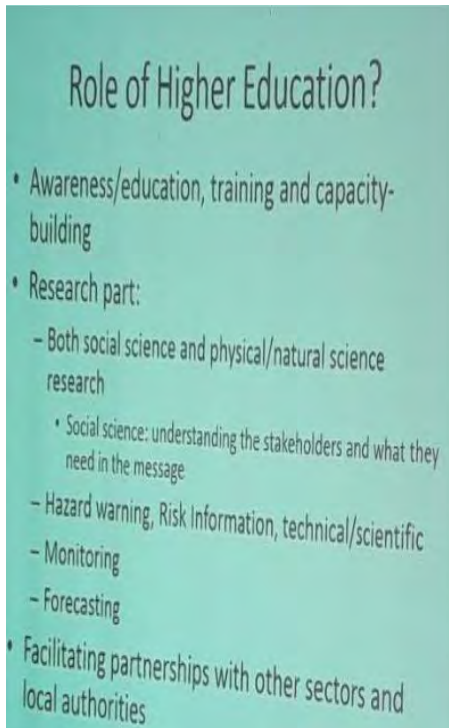


Fig. 2. Preliminary ideas on the role of HEIs during the Colombo working sessions (March 2017)

B. Definition of Socio-Economic Actors (SEAs)

Consequential to the identification and definition of the HEIs as principal actors to the Plan, the Socio-Economic Actors (SEAs) are defined as well as being stakeholders involved in MHEWS. These include international organizations, institutional agencies and policy makers at different levels (national to local), Disaster Risk Management (DRM) agencies and practitioners, the private sector, local communities and end users.

Included in the SEAs definition is the CABARET consortium as well: The Asian Disaster Preparedness Centre (ADPC), Federation of Sri Lankan Local Government Authorities (FSLGA) and the Intergovernmental Oceanographic Commission (IOC) of the UNESCO as potential partners in the strategy for the Secondment Plan of the CABARET.

C. Identification of Socio-Economic Actors (SEAs)

Essential to the process in undertaking the Secondment Plan is identifying the Socio-Economic Actors (SEAs) that will potentially participate in the program. In this manner, the Secondment Plan may be fashioned according to the distinct needs of the SEAs representing their respective communities.

The following SEAs were identified during the CABARET working sessions:

- Government:
 - o Local Government Authority
 - o Policy makers
 - o Councils
 - o Meteorological Offices/Agencies
 - o National Disaster Management Center
 - o Civil Protection

- Communities and their leaders:
 - o General public/civil society.
 - o Vulnerable groups (PWDs, elderly, women, LBTQ+, children, informal)
 - o Indigenous communities/local cultural groups
 - o Schools (including girl/boy scouts)
 - o Foreign workers/tourist associations
 - o Professional associations/practitioners



- Finance-related organizations:
 - o Funding institutions
 - o International donors

- Private sector:
 - o Non-Governmental Organizations/civic groups
 - o Media
 - o Religious groups
 - o Companies and economic sectors

D. Preliminary Ideas to Define the Scope of Secondment

Secondment is generally viewed as an exchange of human resources within a defined period of time, the ultimate aim of which is to be able to address problems identified through knowledge and technology transfer. In the context of this project, Secondment involves having experts from HEIs placed in SEA organizations requiring a particular expertise. Secondment provides both an alternative and opportunities for collaborations between HEIs and SEAs for the benefit of coastal communities. The nature of Secondment varies, depending on the requirements of the host institution, as it determines the kind of knowledge, skills and technology to be transferred from the HEI to the institution. The preliminary scope of the Secondment Plan was raised by partners through discussions with the aim of addressing two major questions. The conclusions/answers to the inquiry imposed are summarized below:

- 1) How may SEAs help HEIs, or what can HEIs learn from other SEAs in the context of MHEWs and coastal resilience?
 - o Understanding of policy and planning processes
 - o Adapting to funding cycles, budget schemes, laws and regulations
 - o Incorporating traditional and local knowledge and cultural identity (related to ethics but also learning from them)
 - o Sharing and obtaining data and information (observations, etc.)
 - o Focusing efforts on specific locations (site-specific and target-oriented)
 - o Disaster Risk Reduction and Management- Climate Change Adaptation (DRRM-CCA) measures
 - o Creating platforms for participation (also balancing representation in academic and governmental committees)

2) What activities and resources need to be implemented to facilitate HEIs and SEA partnerships?

○ Resources to make partnerships stronger:

- Funding sources: Public and private sectors can be invited to support research and community engagements.
- People (to facilitate training, social media, expertise)
- Hard infrastructure (facilities and equipment) and soft infrastructure (technologies, also for data sharing platform)

○ Activities to make partnerships stronger:

- Legal aspect to formalize the partnership, accomplished through a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA), whichever is more appropriate and feasible; partnership building, used to address gaps, achieved via roundtables and networking, including committee representation
- Research and Development (multidisciplinary, multi-stakeholder, ensuring knowledge transfer, discover new knowledge, useful to solve needs and gaps of partner)

4.2 Capacity Needs: Topics to Address and Available Expertise

The objective of this section is to define the coverage of the Secondment for each country—that is, the thematic/technical areas that need to be addressed during the Secondment. For example, communication of warning messages, hazard modeling, data management. Based on the previous meetings, the Secondment may cover but is not limited to the following topics:

Establishing the role of HEIs and the definition of SEAs in the initial workshop in Colombo. Below are the critical questions addressed to provide direction in the conceptualization of MHEWs and the Secondment Plan:

Kandy Meeting:

- 1) Who are the SE actors that HEIs must engage with to improve MHEWS and coastal resilience? Considering the HEIs roles defined during the first CABARET Colombo meeting, a list of SEAs will be prepared for each role.
- 2) Using previous answers, please specify (and provide examples of) how HEIs may help SEAs in the context of MHEWS and coastal resilience.

- 3) Using the previous answers, specify how SEAs may help HEIs, or what HEIs can learn from other SEAs in the context of MHEWS and coastal resilience.
- 4) What activities and resources need to be implemented to facilitate HEIs and SEA partnerships?

Development of the Conceptual Framework, determining the Capacity Needs and Secondment Features of the Secondment Plan (Workshop sessions in Kandy and Cantabria, respectively) were conceived by addressing the following questions:

Yangon Meeting:

- 1) Identify the secondment needs (including specific needs to be resolved by country partners, start of deployment, duration of deployment and resources needed).
- 2) Identify the available expertise for secondment (including possible solutions for the issues that can result from involving said expertise).
- 3) Guiding principles in doing secondment (including guidelines from the university related to the possible deployment such as teaching load, working hours, compensation and taxes, benefits and responsibilities, health and accident insurance coverage, etc.).
- 4) Facilitating Factors in doing secondment.
- 5) Hindering Factors in doing secondment.

The resulting conceptual framework constitutes the grounds for the partnership strategy and Secondment Plan presented in this document.

4.3 Secondment Features

A. This document focuses on two (2) major Secondment Types:

HEIs and CABARET Project Partners (ADPC, UNESCO and FSLGA)

HEIs and Socio-Economic Actors

B. Secondment Procedures:

- a. Secure the approval and proper funding for the Secondment Plan by having the subject Contractor avail of the services of the Seconded Expert or Contractee for the Secondment Plan;
- b. Draft and subject for approval a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) for the subject Secondment Plan with the University President, Legal Department, Human Resources Department and Department Head of the Seconded Expert and Contractor counterparts.
- c. Upon approval, acquire signatures of both the Contractor and Contractee and legal execution of the document by the University's Legal Department. Proper coordination will be established among the concerned offices with regard to the Secondment Plan made and entered into, by and between the university and the contractor or SEA.
- d. Conduct simultaneously an orientation on the Functions, Duties, Obligations and Responsibility of both parties in the recently executed MOA or MOU on Secondment.

C. Intellectual Property Rights

The HEI agrees that during the course of providing professional services to the host institution, the Seconded Expert is likely to obtain and gain access to both the host institution and the HEI's confidential information. Therefore, the Seconded Expert is bound to observe Intellectual Property Rights for every document produced as a byproduct of the Secondment Plan.

All documents, plans, computer programs, specifications, files and any other written or machine-readable work produced by the Seconded Expert for the host institution or for the HEI will belong to that party; and such information is confidential to the parties.

The Seconded Party and the host institution shall comply with sections of the law applicable to the Data Privacy Act of the Philippines.

5 SECONDMENT PLAN IMPLEMENTATION

The inputs of the participants during the workshops in Kandy, Sri Lanka and Yangon, Myanmar highlight the relevant points that may need to be considered in the implementation of Secondment Plans for the socio-economic actors and the participating HEIs. Below are the recommended implementation strategies:



Given the differences in culture and understanding of secondment for various countries and HEIs, **there may be a need to broaden the definition of secondment to include various plans, activities and strategies.** It may be necessary, however, for the two parties to agree on the definition and elements of secondment. Secondment can take any of the following forms: Education, Awareness, and Capacity Building, Research and Development, Crafting of Policy Briefs, Guidelines, and Establishment of Cross-Sector Collaborations.

Matching the resources and expertise of HEIs and the needs of the socio-economic actors is a critical strategy. If Secondment happens between regions or between countries, it is likewise essential to look at the context and needs of the different countries. In general, Secondment plans and activities involve knowledge transfer to address the needs and gaps of the partner institutions.

Partnership building may be achieved through regular roundtable discussions, networking, and committee representation.

Putting the secondment plans and activities in writing is the first step in institutionalizing the partnership. In order to ensure that partnerships are strong and sustainable, there is a need to formalize the network and partnership through an MOU/MOA. The following items can be included in the MOA:

- a. Objectives of the Secondment
- b. Partners and Stakeholders Involved in the Secondment Activities
- c. Duration of the Secondment
- d. Roles, Responsibilities of Partners and Other Stakeholders
- e. Mechanisms and Activities Involved
- f. Output of the Secondment
- g. Monitoring and Evaluation of the Secondment Process

Aside from the MOU/MOA, it is likewise beneficial that there are **written guidelines that will clearly spell out the terms and conditions during the secondment.** These may include expectations, objectives, process, activities and mechanisms of the Secondment Plans and Activities. These guidelines can include:

- a. Needs Assessment of the Community

- b. Identification of expertise and resources (funding, technical expertise, hard and soft infrastructure)
- c. Criteria for matching needs and resources and expertise
- d. Process of Application and Deployment of Experts
- e. Benefits of the Secondment (Teaching deloading, compensation or honorarium, living expenses, insurance, incentives, tax deductions)
- f. Funding Mechanisms
- g. Timelines (duration of secondment, starting and ending dates, procedures on absences and tardiness)
- h. Outputs and Deliverables
- i. Evaluation and Monitoring
- j. Development of Secondment Portfolio that contain all forms and materials is necessary. These forms may include a MOA/MOU, Informed Consent, Contracts, Guidelines, Daily Time Record, Evaluation and Monitoring Form, Request for Absences and Leaves, and other forms relevant to Secondment activities

6 CONCLUSION

The science and academic community plays a critical role in providing specialized scientific and technical input to assist government and communities in developing MHEW systems. Their expertise not only lies in or is central to analyzing natural hazards facing coastal communities, but also to supporting data exchange, translating scientific or technical information into comprehensible messages and disseminating understandable warning to those at risk. Higher Education Institutions also play a critical role in developing human capacity through education, making it essential to constantly update itself in acquiring necessary knowledge and expertise for the benefit of high-risk communities. It is for this reason that the Secondment Plan is being implemented as one of the viable options in responding to the needs and developing partnerships between HEIs and SEAs.

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APPENDIX A. SECONDMENT MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **AGREEMENT** executed by and between:

The _____, a government office existing under the laws of the REPUBLIC OF THE PHILIPPINES, with address at _____, represented herein by its _____, and hereinafter referred to as the _____;

-and-

DE LA SALLE UNIVERSITY-SOCIAL DEVELOPMENT RESEARCH CENTER (DLSU-SDRC), an academic research institution with address at 2401 Taft Avenue, Malate, Manila, Philippines, represented herein by its Director, **DR. MARIA CARIDAD H. TARROJA**, and/or **BR. RAYMUNDO B. SUPLIDO, FSC**, and hereinafter referred to as the **SECOND PARTY**;

WITNESSETH

WHEREAS, the government agency is mandated by law, and in observance of Republic Act No. _____ or the Department of Interior and Local Government (DILG) Act, concerning the decentralization of government's functions and enhancing the capacity of its local government units (LGUs) in serving the people;

WHEREAS, there is an ongoing emphasis on Disaster Risk Reduction as prescribed by law via Republic Act (RA) 10121 and in observance of the National Disaster Risk Reduction Management Plan (NDRRMP) likewise, in compliance with the National Disaster Risk Reduction Management (NDRRM) Program of the Philippine government;

WHEREAS, the Philippines being situated in the typhoon belt of the Pacific area and prone to being hit by 20-22 tropical depressions per year, the national government through its municipal and barangay level Disaster Risk Reduction Management Office (M/DRRMO) finds it necessary to upgrade, improve and augment its present knowledge and skills in disaster risk reduction for the locality;

WHEREAS, the Local Government Units (LGUs) in the absence of academic and scientific expertise in the field of Disaster Risk Reduction and preempting its effects on its locality and constituents has tapped the services of the **SECOND PARTY** through the **SECONDMENT** of its Expert in the field of Disaster Risk Reduction;



WHEREAS, the **SECOND PARTY** has the necessary and requisite professional qualification as well as the technical knowledge and skills in training in response to the **FIRST PARTY'S** requirement to upgrade, improve and augment its Disaster Risk Reduction programs;

WHEREAS, the **SECOND PARTY** has submitted to the **FIRST PARTY** a **SECONDMENT PROPOSAL**, detailing the **SECONDMENT's** services and its terms and conditions with regard to its Disaster Risk Reduction Expert;

WHEREAS, the **SECOND PARTY** declares that its Expert in the field of Disaster Risk Reduction has undergone the necessary education, training, and skills necessary toward his assumption of the position;

WHEREAS, the **FIRST PARTY**, relying heavily on the **SECOND PARTY's** representations and related declarations, has secured the **SECOND PARTY's** professional services in the conduct of internal audit relative to the disaster risk reduction program:

NOW, THEREFORE, for and in consideration of the foregoing, the **PARTIES** agree as follows:

COVENANTS OF THE FIRST PARTY

1. The **FIRST PARTY** guarantees that it has the financial resources and desire to tap the services via **SECONDMENT** of the subject expert from De La Salle University (DLSU);
2. The **FIRST PARTY** shall, for the period of this Agreement, commit at its sole discretion to provide to the **SECONDMENT** Agreement, the amount of _____ (P) in Philippine Currency;
3. The **FIRST PARTY** understands that the budget for the **SECONDMENT** shall be released in accordance with the **SCHEDULE OF RELEASES AND OUTPUTS** as stated below and in Annex B, which shall likewise become an integral part of this Agreement and which shall commence from the date of receipt of the **NOTICE TO PROCEED** as stated in Article 15 Section 2 hereof, subject to and in accordance with the provisions of the next two (2) following paragraphs
 - a) Upon signing of the Memorandum of Agreement (MOA) - 40%
 - b) Submission of Initial Report - 20%
 - c) Submission of Mid-Term Report - 20%
 - d) Submission of Final Report - 20%

COVENANTS OF THE SECOND PARTY

1. The **SECOND PARTY**, through its Seconded expert, shall submit Project Deliverables in accordance with the tranches mentioned paragraph 3 above, as follows:
 - a) Submission of first Focus Group Discussion (FGDs) results report with NDRRMC and M/DRRMO as Target Clients;

- b) Submission of second Focus Group Discussion (FGDs) results report with Barangay level as Target Client;
 - c) Draft report on the Analysis and Synthesis of both FGDs by the Expert;
 - d) Submission of the Final Report on the Analyzed and Synthesized FGDs by the Expert
2. The **SECOND PARTY**, through its Seconded Expert, warrants that it shall initially determine the results of the internal audit undertaken through the series of Focus Group Discussions (NDRRMC, M/DRRMO and Barangay Level) with target clients in relation to the SENDAI Agreement and CABARET aims;
3. The **SECOND PARTY**, through its Expert, shall undertake the analysis and synthesis based on the results of the internal audit of the two (2) groups through the series of Focus Group Discussions;
4. The **SECOND PARTY** shall apply, through its Seconded expert, the implementation of four (4) phases of the internal audit as follows:
- a) Facilitating and documenting the first phase of the Focus Group Discussion with the NDRRMC and M/DRRMO officers and representatives;
 - b) Facilitating and documenting the second phase of the Focus Group Discussion with Barangay level officers and representatives or volunteers to the NDRRM Program;
 - c) Conducting a Focus Group Discussion with both groups of target clients and presenting a draft of analyzed and synthesized FGD results;
 - d) Conducting a review of secondary data/documents with the objective of clarifying and validating study findings.
5. The **SECOND PARTY**, through its Expert, warrants that the internal audit shall deliver the following:
- a) Present as evidence the summarized results of the FGDs conducted with both groups of target clients;
Create new guidelines with regard to the undertaking and with the cooperation of all three (3) target client groups in observance of the SENDAI Framework.
6. The **SECOND PARTY**, through the Seconded Expert, shall set two (2) parameters within which to conduct its internal audit:
- a) First, concerning the Primary Participants – consisting of National Disaster Risk Reduction Management Council (NDRRCMC) and Municipal Disaster Risk Reductions Management Office (M/DRRMO) Officers and their four (4) thematic representatives; and
 - b) Second, concerning Barangay Level officials from barangay offices and volunteers of the National Disaster Risk Reduction Management Program ;

7. The **SECOND PARTY**, through its Seconded Expert, shall work within a twelve (12)-month time frame within which the following activities will be completed: formulation of the internal audit; execution of the internal audit activity, primary of which is the conduct of Focus Group Discussions; documentation of results of both conducted FGDs; initial draft of analyzed and synthesized results of internal audit; and presentation of the final copy of the internal audit by the Expert to target clients and CABARET;
8. The **SECOND PARTY**, through its Expert, in observance of the Research Ethics Protocol, shall ensure that all data obtained from the both Focus Group Discussions shall be held in confidentiality and with anonymity of the participant's identity;
9. The **SECOND PARTY** shall not, without the knowledge and prior consent of the **FIRST PARTY**, assign and/or delegate the performance, or otherwise engage the services, of any third party/ies to undertake any or all of its covenants under this agreement.

Article I TITLE OF THE PROJECT

The **PROJECT** to be undertaken shall be known as the “**INTERNAL AUDIT ON DISASTER RISK REDUCTION MANAGEMENT SYSTEMS** or **SECONDMENT PROJECT.**”

SECTION 1. THE PROJECT

- a. **Project Proposal.** The **SECOND PARTY** shall implement the **PROJECT** in accordance with the **PROPOSAL** contained in Annex A, which is made an integral part hereof.
- b. **Modification of project proposal.** Modifications to the **PROPOSAL** or any deviation in its implementation from that contained in Annex A shall be allowed only upon the submission of the signed proposal for modification with sufficient justification, and provided that the same receive prior approval by DLSU-SDRC. Once approved, the modifications shall be labeled as part of the **AMENDED PROPOSAL**, which shall incorporate the submitted original **PROPOSAL**. Additions thereto shall be typed in capital letters while deleted letters, words, phrases or paragraphs shall be bracketed for easy reference.
- c. **Workplan.** The schedule of the implementation of the **PROJECT** shall be contained to what shall be referred to hereinafter as the **WORKPLAN**, which shall become part of this Agreement as Annex B of the same. Delay or deviation in the implementation of the Project based on the **WORKPLAN** shall not be allowed without the prior consent of the Local Government Unit (Partner), except for delays resulting from circumstances beyond the control of both Parties such as, but not limited to, force majeure and other causes of similar nature. Where such uncontrollable situations arise, extension may be allowed at no additional cost to the Parties.

Article 2
SECONDMENT PROJECT

SECTION 1. SECONDMENT PROJECT

The SECOND PARTY shall act as a resource and provide an employee considered an expert to meet temporary operational needs to the FIRST PARTY for the purpose of knowledge transfer relative to the existing project undertaking by the LGU on Disaster Risk Reduction Management;

SECTION 2. HIRING OF PROJECT PERSONNEL

- a. The **SECOND PARTY** shall be responsible for the engagement of such personnel and/or Expert/Consultants as may be necessary to implement the Project;
- b. The **SECOND PARTY** shall, prior to filling a vacancy using Secondment, direct principal and line managers to:
 - I. Comply with the Department’s Recruitment, Selection and Appointment Policy and Procedures;
 - II. Obtain the agreement of the other employer and the individual to be seconded;
 - III. Confirm, in writing, the Secondment arrangements and any subsequent variations or extensions, with the employee and the other employer; and
 - IV. Email Secondment documentation to the Seconded Employee, Human Resource Officer, Department Head of the Seconded Employee, Director of the Social Development Research Center, and DLSU University President;
- c. The **SECOND PARTY** shall be responsible for informing and instructing the **SECONDED EMPLOYEE** to seek approval from their Human Resource Manager and Department Head/SDRC Director for:
 - I. A Secondment to another public sector agency or a private sector employer; or
 - II. An extension to an existing Secondment.
- d. The **SECOND PARTY** shall instruct the Human Resource Manager and Department Head/SDRC Director to assume and take on the responsibility to:
 - I. Assess the school or workplace business needs, the employee’s interests, benefits to the Department and any on-cost charges, on a case-by-case basis;
 - II. Proceed with the Secondment after agreement is reached with the other employer and the employee;
 - III. Email the Seconded Employee, Human Resource and Department and SDRC head:
 - Confirmation of Secondment arrangements and any subsequent variations or extensions; or
 - Reasons for declining a Secondment request, if applicable; and



- At the conclusion of a Secondment, return the employee to his previous position.
- e. The **SECOND PARTY** shall request the Human Resources Department and Department Head/SDRC Director to confirm that:
 - I. The Secondment Agreement, containing details of approved secondment arrangements and any subsequent variations or extensions, has been forwarded to the employee and the other employer;
 - II. The employee and the other employer has been advised in writing of the reasons for declining a secondment request; and
 - III. The Personnel and Payroll Branch have been advised of the approved Secondment Arrangement for processing of the Human Resources Department.
- f. The **SECOND PARTY** shall notify the **FIRST PARTY** in advance of any change/s in the Project Personnel or Consultants, together with copies of their credentials/curriculum vitae. In no way shall the change in Project Personnel or Consultants be allowed without prior approval by the **FIRST PARTY**.
- g. The services of all personnel and consultants engaged in the project shall be co-terminus with the project.

SECTION 3. LABOR LAWS AND TORTS

- a. Responsibilities of the HEI/Concerned Head
 - I. Assess the workplace business needs, the expert's interests, benefits to the
 - II. Proceed with the Secondment processes upon the reaching of an agreement between the host institution and the expert to be seconded;
 - III. Communicate with the Seconded Expert, Human Resource and Department and Center head:
 - Confirmation of Secondment arrangements and any subsequent variations or
 - Reasons for declining a Secondment request, if applicable; and
 - The return of the employee or Seconded Expert to his previous position upon the conclusion of the Secondment.

SECTION 4. REPORT AND FINANCIAL RECORDS

- a. The **SECOND PARTY** shall account for funds provided under this Agreement and shall keep and maintain financial records in accordance with generally accepted accounting principles and practices. In this regard, the **SECOND PARTY** shall submit to the **FIRST PARTY** quarterly and semi-annual reports, including financial and technical reports, but not limited to highly technical reports, on its progress as indicated in the Proposal.
- b. When required by the **FIRST PARTY**, the **SECOND PARTY** shall allow the audit of books and accounts on the utilization of the funds and proceeds of the grant utilized in the **PROJECT**.

The **SECOND PARTY** shall likewise submit periodic reports to the **FIRST PARTY** on the liquidation of the funds provided by THE LATTER relevant to this **PROJECT**.

Article 3

SECTION 5. OBLIGATIONS AND RESPONSIBILITIES OF THE PARTIES

- a. Both **PARTIES** shall manage the conduct of activities and pooling of resources to ensure the successful implementation of HEIs and SEA partnerships by:
 1. Formalizing the relationship through legal means with the execution of a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA), whichever is appropriate and feasible; partnership building to address gaps achieved by networking and roundtable discussions; including committee representation.
 2. Maintaining Research and Development (multidisciplinary, multi-stakeholder, ensuring knowledge transfer, discovering new knowledge useful in solving the needs and gaps of partners).
 3. Immediate and timely pooling of resources such as funding, people, facilities and equipment to support research and ensure continuous community engagements.
- b. Both **PARTIES** shall ensure that there are written guidelines clearly spelling out the terms and conditions during the Secondment, which may include the following: expectations, objectives, process, activities and mechanisms of the Secondment Plans and Activities.
- c. Both **PARTIES** shall ensure the development of a Secondment Portfolio that contains all forms and materials necessary in the Secondment undertaking (i.e. MOA/MOU, Informed Consent, Contracts, Guidelines, Daily Time Record, Evaluation and Monitoring Form, Request for Absences and Leaves and other forms).

NOW THEREFORE, for and in consideration of the above premises, this Secondment Agreement is executed in accordance with the following terms and conditions:

I. THE UNIVERSITY (HIGHER EDUCATION INSTITUTION)

The University hereby authorizes and designates herein **SECONDEE EXPERT** and will be bound to the terms and conditions specified in the Secondment Agreement.

Secondments are placed under contract for a maximum period of twelve (12) months, unless otherwise agreed upon by both parties.

The **SECONDEE EXPERT** will continue to accrue leave entitlements in accordance with the conditions of employment applicable to the Secondee's substantive position.

WHEREAS the **SECONDEE EXPERT** is on a multiple engagement, the combined fraction employment must not exceed 100%;

The **SECONDEE EXPERT** is still considered a regular employee of the university and will continue to be subject to, and required to comply with, statutory university policies and procedures.

WHEREAS, the **SECONDED EMPLOYEE**, pursuant to the above authorization and designation, shall perform the duties and functions prescribed by said Agreement;

WHEREAS, the **SECONDED EMPLOYEE** shall submit periodic report on transactions and accomplishments to both the MOTHER and RECEIVING AGENCIES for their guidance and information; and

WHEREAS, the **SECONDED EMPLOYEE** shall perform such other duties and responsibilities as the **RECEIVING AGENCY** may direct;

WHEREAS, the **RECEIVING AGENCY**, in consideration of the above duties and responsibilities of the **SECONDED EMPLOYEE**, shall pay the latter a monthly salary in the amount of

Pesos (Php), chargeable against the Maintenance and Operating Expenses of the Provincial Education Office;

II. EFFECTIVITY

This Agreement shall be in force and effect upon the signing of all the parties hereof and shall be renewable for the same period upon the mutual agreement of the latter.

III. CONSTRUCTION

Nothing in this Agreement shall be construed to have the following effect:

Forming or recording any relationship of the employer and employee between **the RECEIVING AGENCY** and the **SECONDED EMPLOYEE**;



Constituting or establishing any partnership or joint venture between the parties to this Agreement for any purpose whatsoever;

Considering and accrediting the services hereunder rendered by the **SECONDED EMPLOYEE** as government service; and

Entitlement of the **SECONDED EMPLOYEE** to all the benefits enjoyed by the regular personnel of the **RECEIVING AGENCY**.

IV. AMENDMENT and TERMINATION

Any amendment that may be effected herein shall be upon the mutual agreement of all concerned parties;

Any violation of the provisions of this Agreement shall be grounds for discontinuance and termination thereof without prejudice to the filing of disciplinary action against the party responsible thereof;

This Agreement may be terminated by the **RECEIVING AGENCY** before the end of such period by giving a notice thereof to the **MOTHER AGENCY** and the **SECONDED EMPLOYEE** at least thirty (30) days prior to the intended termination date, provided that the **RECEIVING AGENCY** may terminate at any time the services of the **SECONDED EMPLOYEE** for just cause.

In **WITNESS WHEREOF**, the parties have hereunto affixed their
signatures this _____ in Manila, Philippines.

De La Salle University

Receiving Agency

WITNESSES



REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

ACKNOWLEDGMENT

Before me personally appeared this day of _____, in the City of _____, Philippines.

Name	Community Tax Certificate	Date/Place of Issue
------	---------------------------	---------------------

respectively, known to me to be the same persons who executed the foregoing instrument consisting of three (3) pages including this acknowledgment page and that they acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of 2019.



APPENDIX B. SECONDMENT FORMS



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UNIVERSIDAD DE CANTABRIA

SECONDMENT APPLICATION FORM

NAME: _____ BIRTHDATE: _____

HOMEADDRESS: _____

INSTITUTION: _____ POSITION: _____

INSTITUTION ADDRESS: _____

YEARS EMPLOYED: _____

POSITION APPLIED FOR: _____

(PLEASE ATTACH CURRICULUM VITAE)

PROFESSIONAL SUMMARY: _____

CORE QUALIFICATIONS: _____

ACADEMIC QUALIFICATIONS : _____

KEY SKILLS: _____

EXPERIENCE: _____

REFERENCES: _____

CONCLUSION: _____



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INSTITUTO DE CANTABRIA

LEAVE APPLICATION

NAME OF EMPLOYEE: _____

DESIGNATION: _____

DEPARTMENT: _____

LEAVE DATE

FROM: _____ TO: _____

TYPE OF LEAVE: _____

NUMBER OF LEAVE CREDITS: _____ APPROVED LEAVE: _____

REASON: _____

IGNATURE OF REQUESTING PARTY: _____

APPROVING AUTHORITIES

University

Contracting Party



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SECONDMENT MONITORING FORM

Logo : _____

Organization Name: _____

Project Title: _____

Project Details

Title: _____

Starting Date: _____ Project Duration: _____

Partners/Stakeholders: _____

Target Area: _____

Beneficiaries: _____

Cost: _____

Funding Source: _____

Project Goal/s: _____

Brief Project Background: _____

Project Update as of (Date): _____

Issues and Concerns: _____

Resolution and Outcomes: _____

Signature of Seconded _____

Noted by: _____

Date: _____



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PAYMENT REQUEST FORM/VOUCHER

PAYABLE TO: _____

ACTIVITY: _____

AMOUNT: _____

PURPOSE: _____

PROJECT CHARGE: _____

ACCOUNT NO. : _____

REQUESTED BY: _____

RECEIVED BY:

(Signature over Printed Name)

Contact Number: _____

APPROVED BY:

Project Director
(Signature over Printed Name)



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UNIVERSIDAD DE CANTABRIA

ACKNOWLEDGEMENT RECEIPT

DATE: _____

To: _____

Address: _____

Received from the Project _____

the following items: _____

CASH _____

(Amount)

Check _____

(Indicate Check No. , Amount and Date Issued)

Ticket (ticket No. ,Amount, Date and Purpose) _____

Equipment _____

(Indicate Item, Serial No. Date of Return)

Document _____

(Indicate Item, Date of Publication and Date of Return)

Report _____

(Indicate Title, and Date of Return)

Received By:

(Name and Designation)

Date Received: _____



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UNIVERSIDAD DE CANTABRIA



FIRST PARTY TERMS OF REFERENCE (TOR)

1. The **FIRST PARTY** guarantees it has the financial resources and desires to tap the services of subject expert from the De La Salle University (DLSU) via Secondment.
2. The **FIRST PARTY** shall commit at its sole discretion to provide the **SECONDED PARTY**, the amount of _____(P) in Philippine Currency to be derived from the Secondment Project Fund entered into between the University and the LGU via a Memorandum of Agreement (MOA);
3. The **FIRST PARTY** understands that the budget for the **SECONDMENT** shall be released in accordance with the **SCHEDULE OF RELEASES AND OUTPUTS** stated below which is an integral part of this Agreement and shall commence from the date of receipt of the **NOTICE TO PROCEED**:
 - a) Upon signing of the Memorandum of Agreement (MOA) 40%
 - b) Submission of Initial Report -20%
 - c) Submission of Mid-Term Report -20%
 - d) Submission of Final Report -20%
4. The **FIRST PARTY** through its concerned head (HEI) shall undertake the following activities in concurrence with the executed Memorandum of Agreement executed by both parties:
 - 4.1 Assess the workplace business needs, the expert's interests, benefits to the Department and any on-cost charges, on a case-to-case basis;
 - 4.2 Proceed with the Secondment processes upon the reaching of an agreement between the host institution and the expert to be seconded;
 - 4.3 Communicate with the Seconded Expert, Human Resource and Department and Center head of the Seconded expert:
 - 4.3.1 Confirmation of Secondment arrangements and any subsequent variations or
 - 4.3.2 Reasons for declining a Secondment request, if applicable; and
 - 4.3.3 The return of the employee or Seconded Expert to his position upon the conclusion of the Secondment through the issuance of a Certificate of Project Completion by the First Party to be sent to the Second Party.





SECOND PARTY TERMS OF REFERENCE (TOR)

The **SECOND PARTY** shall mainly act as resource and provide an employee considered as an expert to meet temporary operational needs of the **FIRST PARTY** for purpose of knowledge transfer relative to the existing project undertaking by the LGU on Disaster Risk Reduction Management;

1. The **SECOND PARTY** shall be responsible for the engagement of an Expert/Consultant necessary to implement the Project.
2. The **SECOND PARTY** shall, prior to filling a vacancy using Secondment, principal and department manager must:
 - a. Comply with the University's Recruitment, Selection and Appointment Policy and Procedures;
 - b. Obtain agreement of the Contracting Party and the individual to be Seconded;
 - c. Confirm in writing, the Secondment arrangements and any subsequent variations or extensions, with the employee and the Contracting Employee; and
 - d. Send via post, courier or Email Secondment documentation to the University Chancellor, Vice Chancellor for Academic Affairs (VCA); Human Resource, Dean College; Department Chair; and Seconded Employee;
3. The **SECOND PARTY** shall be responsible to inform and instruct **the SECONDED EMPLOYEE** to seek approval from their Human Resource Manager, Dean of College, and Department Head for:
 - I. A Secondment to another public sector agency or a private sector employer; or
 - II. An extension to an existing Secondment.
4. The **SECOND PARTY** shall convey and instruct the Human Resource Manager, Department Head to assume and take on the responsibility to:
 - a. Assess the school or workplace business needs, the employee's interests, benefits to the Department and any on-cost charges, on a case-by-case basis;
 - b. Proceed with the Secondment after agreement is reached with the other employer and the employee;
 - c. Email the Seconded Employee, Human Resource and Department Head:
 - Confirmation of Secondment arrangements and any subsequent variations or extensions; or



- Reasons for declining a Secondment request, if applicable; and
 - At the conclusion of a Secondment, return the employee to their substantive position.
- d. The **SECOND PARTY** shall cause the Human Resources Department and Department Head to confirm that:
- 1) The **Secondment Agreement**, containing details of approved Secondment arrangements and any subsequent variations or extensions, has been forwarded to the employee and the other employer;
 - 2) The Employee and Contracting Party has been advised in writing of the reasons for declining a **Secondment** request; and
 - 3) The Personnel and Payroll Branch has been advised of the approved **Secondment** Arrangement for processing of the Human Resources Department.
- a. The **SECOND PARTY** shall notify the **FIRST PARTY** in advance of any change/s in the Project Personnel or Consultants, together with copies of their credentials/curriculum vitae. In no way shall the change in Project Personnel or Consultants be allowed without prior approval by the **FIRST PARTY**.
- b. The services of all personnel and consultants engaged in the project shall be co-terminus with the project
- a. The **SECOND PARTY** shall account for funds provided under this Agreement and shall keep and maintain financial records in accordance with generally accepted accounting principles and practices. In this regard, the **SECOND PARTY** shall submit to the **FIRST PARTY** quarterly and semi-annual reports, including financial and technical reports, but not limited to highly-technical reports, on its progress as indicated in the Proposal.
- b. When required by the **FIRST PARTY**, the **SECOND PARTY** shall allow the audit of books and accounts on the utilization of the funds and proceeds of the grant utilized in the **PROJECT**.

The **SECOND PARTY** shall likewise submit periodic reports to the **FIRST PARTY** on the liquidation of the funds provided by THE LATTER relevant to this **PROJECT**.

The **SECOND PARTY** shall finally ensure that the Seconded Expert be maintained as a regular employee of the University base on the nature and condition his work contract as **CONSULTANT** to the Contracting Party.





SECONDED EXPERT/CONSULTANT TERMS OF REFERENCE (TOR)

1. The **SECONDEE/Seconded Expert/Consultant**, in observance of the Memorandum of Agreement (MOA) entered into and between the Contracting Party and the University, shall submit Project Deliverables in tranches as mutually agreed upon and as follows:
 - a) Submission of first Focus Group Discussion (FGDs) results Report with NDRRMC and M/DRRMO as target Clients;
 - b) Submission of second Focus Group Discussion (FGDs) results report with Barangay level as Target Clients;
 - c) Draft report on the Analysis and Synthesis of both FGDs by the Expert;
 - d) Submission of the Final Report on the Analyzed and Synthesized FGDs by the Expert
2. The **SECOND PARTY**, through its **Secondee**, shall conduct preliminary results of the internal audit undertaken through the series of Focus Group Discussions (NDRRMC, M/DRRMO and Barangay Level) with target clients in relation to the SENDAI Agreement and CABARET aims;
3. The **SECONDEE**, shall likewise undertake the analysis and synthesis base on the results of the internal audit on the two (2) groups through the series of Focus Group Discussions;
4. The **SECONDEE** shall apply the implementation of four (4) phases of the internal audit indicated in the Memorandum of Agreement (MOA) as follows:
 - Facilitating and documenting the first phase of the Focus Group Discussion with the NDRRMC and M/DRRMO officers and representatives;
 - Facilitating and documenting the second phase of the Focus Group Discussion with Barangay level set of officers and representatives or volunteers to the NDRRM Program;
 - Conduct a Focus Group Discussion with both target clients and present draft analyzed and synthesized results of conducted FGDs;
 - Conduct a review of secondary data/documents with the objective of clarifying and validating study findings.
5. The **SECONDEE**, as part of its internal audit, further, shall deliver the following results:
 - Present as evidence the summarized results on the conducted Focus Group Discussions on both target clients;
 - Create new guidelines with regards to undertaking and cooperation of all three (3) target clients in observance of the SENDAI Framework.



6. The **SECONDEE**, shall set two (2) parameters in which to conducts its internal audit:
 - The Primary Participants –consisting of National Disaster Risk Reduction Management Council (NDRRCMC) and Municipal Disaster Risk Reductions Management Office (M/DRRMO) Officers and their four (4) thematic representatives; and
 - Barangay Level-consisting of barangay offices and volunteers to the National Disaster Risk Reduction Management Program ;
7. The **SECOND EXPERT**, shall work within a twelve (12) month timeframe in which the following activities will be completed: a) formulation of the internal audit; execution of the internal audit activity primary of which is the conduct of Focus Group Discussions; b) documentation of results of both conducted FGDs; c) initial draft of analyzed and synthesized results of internal audit; and d) present the final copy of internal audit by the Expert to target clients and CABARET;
8. The **SECONDED EMPLOYEE** shall submit periodic report on transactions and accomplishments to both the MOTHER and RECEIVING AGENCIES for their guidance and information;
9. The **SECONDED PARTY**, in observance of the Research Ethics Protocol shall ensure that all data obtained from the both Focus Group Discussions shall be held in confidentiality and anonymity of the participant’s identity;
9. The **SECONDEE** shall not, without the knowledge and prior consent of the **FIRST PARTY**, assign, and/or delegate the performance of, or otherwise engage the services of any third party/ies to undertake, any or all of its covenants under this agreement;
10. Finally, the **SECONDEE**, as a regular employee of the University shall submit himself to the (Contracted Party’s –DLSU) policies, guidelines, rules and regulations of the university in the duration of the SECONDMENT PERIOD.





Social Development
Research Center



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of the European Union



08 October 2019

Dr. MERLIN TEODOSIA C. SUAREZ

Vice Chancellor for Academics
De La Salle University (DLSU)
2401 Taft Avenue, Manila

Dear Sir/Ma'am:

This is in reference to the written proposal submitted by the Municipal Government of Lian, Batangas requesting for the Secondment of the undersigned as Consultant to the organization. Presently, the Lian municipality, through its elected Mayor, Oscar Bolompo, sought the assistance of this faculty in their Disaster Risk Reduction Management (DRRMJ) Program. Earlier, the undersigned was privileged to have participated in the CABARET project jointly undertaken by the Social Development Research Center (SDRC) of the De La Salle University (DLSU) and the Municipality in conducting an audit on the Lian's Disaster Risk Reduction Management (DRRMO) Program. Through said activity, findings from the audit reveal documented gaps and discrepancies in their DRRM program requiring a DRRMO expert. Due to the short term the DRRMO audit activity conducted, the Lian municipality find it necessary to tap the services of this expert to address said situation. Thus, the attached letter request and proposal of the Office of the Mayor of the Municipality of Lian, Batangas.

I have attached a copy of the Lian Municipal government's Letter Request and Secondment proposal for your reference.

Thank you very much.

Dr. _____
Professor, Behavioral Sciences Department, CLA



Social Development
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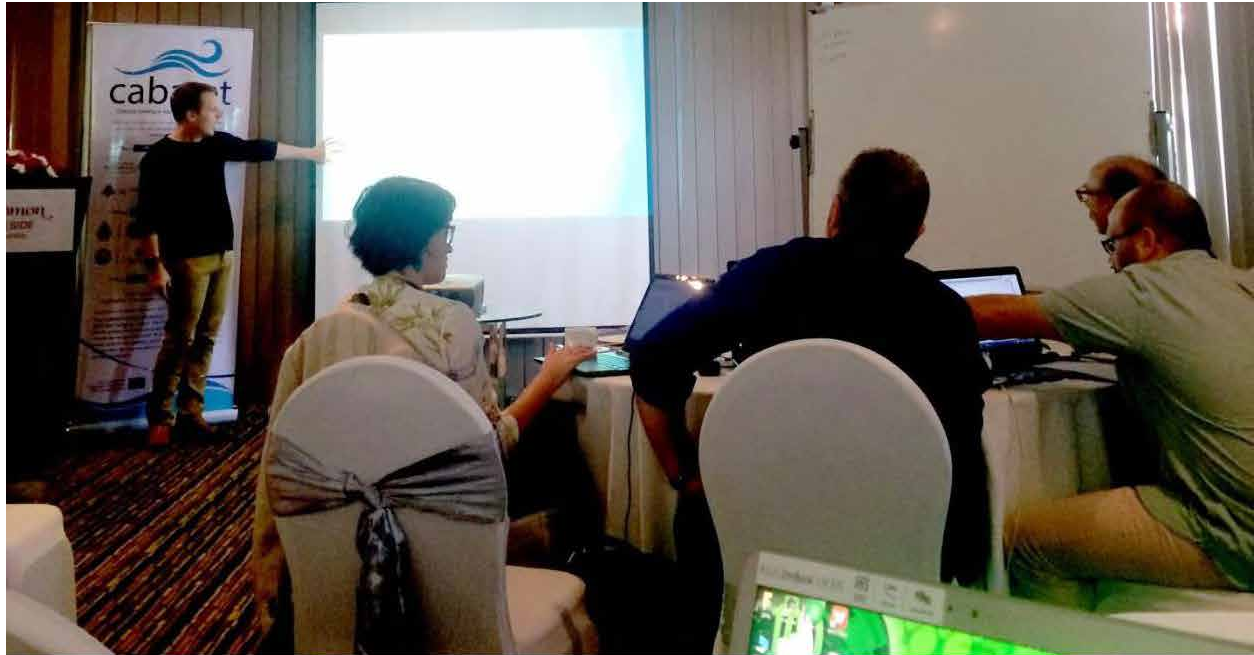
APPENDIX C. PHOTO DOCUMENTATION



Dr. Marlon DL. Era's presentation during the CABARET Kick-Off Meeting March 2017, Sri Lanka



The Delegates of the CABARET Kick-Off Meeting March 2017, Sri Lanka



CABARET Kick-Off Meeting March 2017, Sri Lanka



Meeting with ADMU partners, May 23, 2017 at DLSU-SDRC , Manila



CABARET 2nd Steering Committee Meeting, September 2017, Spain



CABARET 3rd Steering Committee Meeting, March 2018, Sri Lanka



CABARET 4th Steering Committee Meeting, Sept 24-28, 2018, Myanmar



CABARET 5th Steering Committee Meeting, March 25-30, 2019, Manila, Philippines





CABARET 5th Steering Committee Meeting, March 25-30, 2019,
De La Salle University Manila, Philippines



CABARET 5th Steering Committee Meeting, March 25-30, 2019,
De La Salle University Manila, Philippines





FORUM ON STRENGTHENING MULTI-HAZARD EARLY WARNING SYSTEMS
IN BATANGAS PROVINCE
March 28, 2019, Lian, Batangas, Philippines