

## HANDOVER

Shelter Cluster Information Management is handing over to the Provincial Government of Davao Oriental the Information Management rule for the Davao Oriental Area and to continue the rule as the basis of Information Management for the Shelter Cluster and to all the Shelter Partners. This has been agreed by the following:

- DSWD (Department of Social Welfare Development)
- The Province of Davao Oriental
- Shelter Cluster
- IOM (International Organization for Migration)

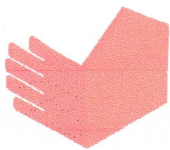
The following are the information provided:

- Shelter Cluster Database latest output (Davao Oriental Only)
- Contact List of all the shelter partner

The operational rule for the Provincial Government for Shelter Cluster are the following:

- Every Monday:
  - The IM for the Province of Davao Oriental will email the shelter partners of their latest data/information entry of the database
  - Advising the partners to provide latest data/information on their intervention
  - IOM will also assist the Provincial Government of Davao Oriental in collecting data on the field level
- Every Friday (or the most convenient time to do so)
  - The IM for the Province of Davao Oriental will provide OCHA latest data/information of the shelter cluster
  - IOM can assist the Province of Davao Oriental with this matter if needed
- The Province of Davao Oriental is responsible of sharing the data/information to its government agency partners, such as DSWD Regional Office, Municipal Government Office and others
- IOM will be assisting the Provincial Government to gather data and also to assist the use of the database (until June 30, 2013)
- Should there be an issue or problem beyond the capacity of the Province, Shelter Cluster Information Management Manager can still be contacted and provide support remotely, the email address ([im.phil@sheltercluster.org](mailto:im.phil@sheltercluster.org))
- Should there be any guidelines, policy and other related important document to be shared for all the shelter partner, Shelter Cluster Information Management Manager can upload it to the Shelter Cluster Web site ([www.sheltercluster.org](http://www.sheltercluster.org)) for easy access to all Shelter Partners

The Shelter Cluster will end its mission on the 15<sup>th</sup> of May, 2013.



**Philippines Shelter Cluster**  
ShelterCluster.org  
Coordinating Humanitarian Shelter

Today May 6, 2013, the Shelter Cluster Information Management Manager John Vinson Gokeelao is formally handing over to the Province of Davao Oriental the rule of Shelter Cluster Information Management headed by Mr. Jun Castellones Shelter Cluster Focal Point for Davao Oriental.

Witness of the handing over of this rule are as follow:

Ma. Elena Labrador  
DSWD Shelter Focal Person

Rebecca Santamaria  
DSWD Provincial Coordinator

Pacifico V. Castellones, Jr.  
Province of Davao Oriental Shelter Focal Point

John Vinson Gokeelao  
Shelter Cluster Information Management Manager

Dave Bercasio  
IOM – Head of Sub Office