

MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

SERVICE RENDERED: ACCEPTANCE OF CLIENT REQUEST

Schedule of Availability of Service:

8:00 AM – 5:00 PM no noon break

Monday - Friday

Who May Avail of the Service:

Client / Applicant

What are the Requirements:

1. Letter of request and document

Duration: 7 MINUTES

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Request letter or document needed	Receive the request letter and documents for verification.	3 minutes	Martin James Kenneth Q. Sison Erwin R. Policarpio Leonides Mortera Vidal Soloria	Letter of Request And Documents Need/ Without Fees
2 nd	Receive the Receiving Copy for documentation	Receive and compile the document and request letter with date, time and signature of personnel on duty.	1 minutes		
3 rd		Logbook all the details receive.	3 minutes		
			TOTAL: 7 minutes		

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MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

SERVICE RENDERED: *Search and Rescue /Retrieval and Emergency Response*

Schedule of Availability of Service:

8:00 AM – 5:00 PM no noon break
Monday - Friday

Who May Avail of the Service:

Client / Applicant

What are the Requirements:

1. document

Duration: 6 MINUTES

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Personal or Call the MDRRMC number; 0917-775-28-91	Interview the client for all details needed; Time, Date, Location, name of person and incident happen.	3 minutes	Martin James Kenneth Q. Sison Erwin R. Policarpio Leonides Mortera Vidal Soloria	Information
2 nd	Completing all Details Needed; Time, Date, Name of Person, Place and Incident Happen	Prepare the equipment needed and dispatch the Emergency Response Team.	3 minutes		Information
3 rd	Wait the Emergency response Team		TOTAL: 6 minutes		

--- End of transaction ---

MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

SERVICE RENDERED: DURING TYPHOON/ CALAMITY

Schedule of Availability of Service:

24hrs

Monday - Sunday

Who May Avail of the Service:

Client / Applicant

What are the Requirements:

Weather Update and Situational Report

Duration: Case to case basis

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity	Person in charge	Required documents / Fees
1 st		Informing Barangay Barangay Disaster Risk Reduction and Management Council	Case to case basis	Martin James Kenneth Q. Sison Erwin R. Policarpio Leonides Mortera Vidal Soloria	Weather Update and Situational Report
2 nd		Monitor PAGASA weather update. Monitor Agno River water level. Update Barangay DRRMC.	Case to case basis		Weather Update and Situational Report
3 rd		Submit situational report to higher agency.	Case to case basis		Weather Update and Situational Report
			TOTAL: Case to case basis		

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