

**MUNICIPAL DISASTER RISK REDUCTION  
MANAGEMENT OFFICE**

**INTERNAL SERVICES:**

**1. RECEIVE LETTER / MEMOS / COMMUNICATION LETTER FROM THE OFFICE OF THE MAYOR AND OTHER OFFICES.**

<b>Office / Division:</b>		Municipal Disaster Risk Reduction Municipal Office			
<b>Classification:</b>		Simple			
<b>Type of Transaction :</b>		G2G – Government to Government			
<b>Who may avail:</b>		Mayor’s Office and other offices concerned			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Letter communication and other supporting documents					
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Submit communication letter and other supporting documents	Receive communication letter and/or other documents.	None	1 Minute	Mariah Frances Moral MDRRMO Staff	
	Review received documents and classify if the document is for urgent action, a referral, an endorsement, or a memo.	None	1 Minute	Mariah Frances Moral MDRRMO Staff	
	Transmit document to LDRRMO III	None	1 Minute	Mariah Frances Moral MDRRMO Staff	
Total		None	3 Minutes		

**2. SUBMIT LETTER REQUEST TO LCE RE: CLASSIFICATION OF SEMINAR/TRAINING BEING REQUESTED BY OTHERS AGENCY.**

<b>Office / Division:</b>	Municipal Disaster Risk Reduction Municipal Office
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<b>Classification:</b>	Simple
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<b>Type of Transaction :</b>	G2G – Government to Government
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<b>Who may avail:</b>	Mayor's Offices and other offices concerned
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<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter communication and other supporting documents				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBL E</b>

1. Submit communication letter and/or other supporting documents	1. Received submitted letter communication and other documents	None	1 Minute	Gretchen Marie C. Mendez MDRRMO Staff
	2. Review of the Training design (in case provided for) and coordinate with concerned agency.	None	1 Minute	Gretchen Marie C. Mendez MDRRMO Staff
	3. Review of the Training design (in case provided for) and coordinate with concerned agency.	None	1 Minute	Gretchen Marie C. Mendez MDRRMO Staff
	4. Forward communication letter or request to LDRRMO III	None	1 Minute	Gretchen Marie C. Mendez MDRRMO Staff
	5. Transmit letter request to LCE for approval.	None	1 Minute	Gretchen Marie C. Mendez MDRRMO Staff
Total		None	5 Minutes	

**3. PREPARE AND SUBMIT TO THE SANGGUNIAN BAYAN THROUGH THE LDRRMC THE ANNUAL LDRRMO PLAN AND BUDGET, THE PROPOSED PROGRAMMING, OTHER DEDICATED DISASTER RISK REDUCTION AND MANAGEMENT RESOURCES, AND OTHER REGULAR FUNDING SOURCE/S AND BUDGETARY**

## SUPPORT OF THE LDRRMO & BDRRMC

<b>Office / Division:</b>		Municipal Disaster Risk Reduction Municipal Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction :</b>		G2G – Government to Government		
<b>Who may avail:</b>		Office of the Vice Mayor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Resolution for Approval		Sangguniang Bayan Members		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit resolution for approval	1. Receives BDRRMC request budget other documents	None	1 Minute	Alex L. Comia LDRRMO III
	2. Review and prepares letter to for approval of LCE if necessary	None	1 Minute	Alex L. Comia LDRRMO III
	3. Transmit letter communication to LCE	None	1 Minute	Alex L. Comia LDRRMO III
Total		None	3 Minutes	

### 4. ACTS ON OTHER MATTERS THAT MAY BE AUTHORIZED BY THE LDRRMC

<b>Office / Division:</b>		Municipal Disaster Risk Reduction Municipal Office		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction :</b>		G2G – Government to Government		
<b>Who may avail:</b>		Mayor's Offices and other offices concerned		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		

Transmittal Letter		Office of the Mayor		
Supporting documents		Office of the Mayor and/or other Dept.		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmittal of communication letter from the Office of the Mayor	1. Received submitted communication letter.	None	1 Minute	Alex L. Comia LDRRMO III
	2. Review received documents and classify if the document is for urgent action, a referral, an endorsement, or a memo	None	3 Minutes	Alex L. Comia LDRRMO III
		None	1 Minute	Alex L. Comia LDRRMO III
	3. Prepare communication letter if needed	None	1 Minute	Alex L. Comia LDRRMO III
	4. Released communication to concerned office/person			Alex L. Comia LDRRMO III
Total		None	6 Minutes	

**EXTERNAL SERVICES:**

- 1. COORDINATE/ ACCOMMODATE BARANGAY OFFICIALS DURING EMERGENCIES IN ACCORDANCE WITH EXISTING POLICIES AND PROCEDURES, AND IMPLEMENT COST-EFFECTIVE RISK REDUCTION MEASURES/STRATEGIES;**

<b>Office / Division:</b>	Municipal Disaster Risk Reduction Municipal Office
<b>Classification:</b>	Simple
<b>Type of Transaction :</b>	G2G – Government to Government
<b>Who may avail:</b>	Barangay
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>

Barangay Contingency Plan Barangay Multi-hazard Map Other Supporting Documents		Barangay		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Contingency plan, Multi Hazard Map and other supporting documents	1. Receives Contingency plan, Hazard Map and other documents	None	1 Minute	Alex L. Comia LDRRMO III
	2. Review and processed the documents	None	10 Minute	Alex L. Comia LDRRMO III
	3. Released Certification to the barangay concerned	None	4 Minute	Alex L. Comia LDRRMO III
Total		None	15 Minutes	

## EMERGENCY RESPONSE

<b>Office / Division:</b>	Municipal Disaster Risk Reduction Municipal Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction :</b>	G2G – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
emergency call				
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call for an emergency response team.	1. Respond to emergency call.	None	1 minute	Any MDRRMO Staff

	2. Detail gathering about the caller and the reported emergency or incident.	None	1 minute	Mariah Frances M. Moral / Jaycob Ginelson L. Magalona MDRRMO Staff
	3. Verification of reported emergency or incident.	None	2 minutes	Mariah Frances M. Moral / Jaycob Ginelson L. Magalona MDRRMO Staff
	4. Forwarding of report to operations staff and warning division.	None	2 minutes	Mariah Frances M. Moral / Jaycob Ginelson L. Magalona MDRRMO Staff
	5. Deployment and response proper.	None	3 minutes	Nel Bonnie M. Lanuza, Jun O. Federico, Napoleon P. Llaneta MDRRMO Staffs
<b>Total</b>		<b>None</b>	<b>5 Minutes</b>	