

**4. SERVICE/S : DISASTER PREPAREDNESS AND CAPACITY BUILDING SERVICES
(INTERNAL/EXTERNAL)**

Disaster Preparedness and Capacity Building is one of the services imbued in the vision and mission of the City Disaster Risk Reduction and Management Office in preparing the community. To be empowered, safe, secure and resilient to climate and disaster risks.



Office or Divisions	CDRRMO
Classification	SIMPLE
Type of transaction	GOVERNMENT TO CLIENT
Who may avail	CITIZEN

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Requesting Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client shall signs to visitor's log book and present request/inquiry to the staff in-charge	2 .Staff in-charge reviews request and refer to concerned section (Admin and Training Section, Research and Planning or Operations and Warning Section)	N/A	1 minute	Admin Staff
3.Client discusses with his needs and/or requests to the Officer In-charge			3 minutes	Admin & Training Officer in-charge : Geralyn G. Gangan/Nurse I Research & Planning Officer in-charge: Marineth Kaye A. Paguirigan/ Clerk I Operations & warning Officer in-charge: Peter Rey Lora/ Nurse I
			1 minute	Francisco R. Estavillo LDRMO
	4. LDRRM Officer approves the request			
	5.Client receives feedback regarding the request and/or inquiry		3 minutes	Admin & Training Officer in-charge : Geralyn G. Gangan/Nurse I Research & Planning Officer in-charge: Marineth Kaye A. Paguirigan/ Clerk I

				Operations & warning Officer in-charge: Peter Rey Lora/ Nurse I
TOTAL			8 minutes	