



Internal/External

4. SERVICENAME: DISASTER PREPAREDNESS AND CAPACITY BUILDING SERVICES

Description of the Service: 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 Division:	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
2. Client discusses with his needs and/or requests to the Officer In-charge			3 minutes	Admin & Training Officer in-



					charge : Diana Ivette G. Allam/Nurse I
				1 minute	Research & Planning Officer in-charge:Marineth Kaye A. Paguirigan/ LDRRM III
				3 minutes	Operations & warning Officer in-charge: Peter Rey Lora/ LDRRM IV
		4. LDRRM Officer approves the request			Geralyn G. Gangan CDRRMO
		5.Client receives feedback regarding the request and/or inquiry			Admin & Training Officer in-charge : Diana Ivette G. Allam/Nurse I Research & Planning Officer in-charge:Marineth Kaye A. Paguirigan/ LDRRM III



					Operations & warning Officer in-charge: Peter Rey Lora/ LDRRM IV
			TOTAL	8 minutes	