



Municipal Disaster Risk Reduction Management Office

External Services



1. Emergency Response for Landslide, Flood, Earthquake, Typhoon, Vehicular Accidents other Emergencies

The Office of the Municipal Disaster Risk Reduction Management office is responsible for a quick response for all type of calamities

Office/Division:		MDRRM office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All victims		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			-	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report to MDRRM Office the Location, Names and Situation of the victims	1.1 Record all Data Reported Prepare and record Equipment's Needed	None	5 Minutes	<i>Assistant MDRRM</i>
	1.2 Call and activate rescue team then proceed to incident site	None	5 Minutes	<i>MDRRM</i>
Total		None	10 Minutes	

2. Emergency Response for Fire

The office of the municipal Disaster Risk Reduction Management office is also responsible in helping the BFP during Fire.

Office/Division:		MDRRM office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		BFP		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			-	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request rescue team to MDRRM Office	1.1 Prepair and Record Equipments needed	None	5 Minutes	<i>Assistant MDRRM</i>
	1.2 Call and Activate rescue team to proceed to incident site	None	5 Minutes	<i>MDRRMO</i>
Total			10 Minutes	



3. Emergency Response for Calamities Outside the Municipality

The office of the municipal Disaster Risk Reduction Management office is also active in Emergency response outside the municipality when needed.

Office/Division:		MDRRM office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Government Agencies outside the municipality		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter			Requesting Agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present request letter	1.1 Record request letter and forwarded to MDRRM Officer	None	1 Minute	<i>Designated Assistant</i>
	1.2 Forward request letter to the Local Chief executive for approval	None	1 Minute	<i>MDRRMO</i>
	1.3 Prepare and record equipment needed upon approval	None	5 Minutes	<i>Assistant MDRRM</i>
	1.4 Call and activate rescue team to prepare and proceed to incident site	None	5 Minutes	<i>MDRRMO</i>
Total		None	12 Minutes	