MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

SERVICE CATEGORY

MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT SERVICES

1. EMERGENCY RESPONSE/ SEARCH RESCUE, AND RETRIEVAL : TRAUMA, VEHICULAR ACCIDENT, MEDICAL EMERGENCY

OFFICE / DIVISION:	MDRRMO Operation Section
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizens
WHO MAY AVAIL:	All of LGU Citizens and other nearby LGU

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Communication from: Radio Room/DRRMO Hotline	None

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Emergency Call to central communication: Radio Room/ DRRMO Hotline	1. Dispatch 2. Scene assessment 3. Primary and secondary assessment 4. Treatment, stabilization, and immobilization 5. Transport to nearest facility	None	10 Minutes (SMDH)/ 50 Minutes (SBMA & Olongapo)	MDRRMO Operations Section Duty Team on Schedule
TOTAL:			**10 minutes/ 50 minutes**	

2. FACILITY TO FACILITY PATIENT TRANSPORT

OFFICE / DIVISION:	MDRRMO Operation Section
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizens, G2G- Government to Government

WHO MAY AVAIL:	All of LGU Citizens and other nearby LGU			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Communication of approval and directive: Mayors Office		Mayor's Office		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of request to Mayors Office	1. Patient Endorsement 2. Patient Monitoring 3. Transport to referred facility	None	10 MINUTES	MDRRMO Operations Section Duty Team on Schedule
TOTAL:			**10 minutes/ 50 minutes**	

3. DEBRIS AND HAZARD CLEARING OPERATIONS

OFFICE / DIVISION:	MDRRMO Operation Section			
CLASSIFICATION:	Technical			
TYPE OF TRANSACTION:	G2C- Government to Citizens, G2G- Government to Government			
WHO MAY AVAIL:	All of LGU Citizens and other nearby LGU/Agency/CSO			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Communication of approval and directive: Mayors Office		Mayor's Office		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of Request to Mayors Office	1. Area Assessment 2. Clearing Activities	None	5 minutes: scheduling 8 hours: actual clearing operation	MDRRMO Operations Section Clearing Duty Team on Schedule
TOTAL:			**8 hours and 5 minutes**	

4. REQUEST FOR DRRM TRAININGS/ DRILLS/ WORKSHOP

OFFICE / DIVISION:	MDRRMO Admin and Training Section
CLASSIFICATION:	Technical

TYPE OF TRANSACTION:	G2C- Government to Citizens, G2G- Government to Government			
WHO MAY AVAIL:	All LGU Citizens and other nearby LGU/Agency			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Communication of approval and directive : Mayors Office		Mayor's Office		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of request to Mayors Office	1.Training Plan and Design 2. Scheduling 3. Training Proper 4. Release of Certificate	None	5 minutes: scheduling	**BRYAN KURT DALIT** LDRRMA **MARK COBARDO** LDRRMA **RODNEY M. SARMIENTO** LDRRMO IV **Training Section on Duty**
TOTAL:			**5 minutes**	

5. REQUEST FOR LIGHTNING AND HAZARD CERTIFICATES

OFFICE / DIVISION:	MDRRMO Admin and Training Section
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizens, G2G- Government to Government
WHO MAY AVAIL:	All LGU Citizens and other nearby LGU/Agency
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Communication of approval and directive: Mayors Office	Mayor's Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request to Mayors Office	1. Processing and printing of certificate	None	5 minutes	**BRYAN KURT DALIT** LDRRMA **MARK COBARDO** LDRRMA **RODNEY M. SARMIENTO** LDRRMO IV
TOTAL:			**5 minutes**	

6. DRRM RELATED PLANS AND CORRESPONDENCE

OFFICE / DIVISION:	MDRRMO Research and Planning Section
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizens, G2G- Government to Government
WHO MAY AVAIL:	All LGU Citizens and other nearby LGU/Agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Communication of approval and directive: Mayors Office	Mayor's Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request to Mayors Office	1. Processing and printing of copies	None	5 minutes	**BRYAN KURT DALIT** LDRRMA **MARK COBARDO** LDRRMA **RODNEY M. SARMIENTO** LDRRMO IV

TOTAL:			**5 minutes**	