



Municipal Disaster Risk Reduction and Management Office (MDRRMO)

External Services



1. Issuance of Certification

The service is provided to clients who seek hazard certification, risk certification, incident certification, and other certifications related to claims affected by any form of disaster.

| Office or Division: | Disaster Risk Reduction and Management Office | | | |
|---|---|---|-------------------|---|
| Classification: | Simple | | | |
| Type of Transaction: | Government to Citizen, Government to Business, Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Barangay Clearance (1 original copy) 2. Narrative report with documentation (1 original copy) | | <ul style="list-style-type: none"> ➤ Barangay Concerned ➤ BFP-Tuba/Office concerned | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign log -in log Book at MDRRMO | 1.1 Give Logbook and assist the Client | None | 5 minutes | MDRRMO: LDRRMO III LDRRMO II LDRRMA Administrative Aide III (JOs) |
| 2. Submits the required documents | 2.1 Receives and evaluates the documents | None | 5 minutes | MDRRMO: LDRRMO III LDRRMO II LDRRMA |
| | 2.2 Issues Order of Payment | | | |
| 3. Pay | 3.1 Receives the Order and payment and Issue Official Receipt | Certification Fee = PhP290.00 | 13 minutes | MTO: RCC II |
| 4. Receives certification. | 4.1 Prepares certification | | 30 minutes | MDRRMO: LDRRMO III LDRRMO II LDRRMA |
| | 4.2 Issues certification | | | |
| | 4.3 Administers CSS Form | | | Mayor's Office: LCE |
| TOTAL | | PhP290.00 | 53 minutes | |

2. Emergency Response

The MDRRMO provides assistance and necessary services to respond in any information received.

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| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Inform MDRRMO thru phone call or verbal | 1.1 Receive and verify information and Data gathering. | none | 3 minutes | MO-MDRRM Section: LDRRMO III, LDRRMO II LDRRMA ADA III & IV (JOs) |
| | 1.2 Coordinate with nearby available resources/agencies if necessary. | None | 2 minutes | |
| | 1.3 Dispatch responders, ambulance, rescue teams, etc. | None | 5 minutes | |
| | 1.4 . Inform the progress to the source of information | None | 5 minutes | |
| | 1.5 Close coordination with dispatched team | None | 10 mins | MO-MDRRM Section: LDRRMO III, LDRRMO II LDRRMA ADA III & IV (JOs) |
| TOTAL | | 25 minutes | | |
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