

MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT COUNCIL

REQUEST FOR DATA/INFORMATION MATERIALS

To ensure the effective and efficient local governance, local government officials non-government organization (NGO's) People's organization, Civil Group and the General Public request for data/information materials from the Municipal Disaster Risk Reduction and Management Office (MDRRMO).

Schedule of availability of service: Monday to Friday
8:00 Am- 5:00 P.M

Who may avail of the Service: Local Government Officials, non-government organization (NGO's) People's organization, Civil Society Group and the General Public

Fees: NONE

Documentary Requirements:

REQUEST FOR DATA/INFORMATION MATERIALS - To ensure the effective and efficient local governance, local government officials non-government organization (NGO's) People's organization, Civil Group and the General Public request for data/information materials from the Municipal Disaster Risk Reduction and Management Office (MDRRMO)					
STEPS/PROCESS		REQUIREMENTS / FORM	FEES	DURATION/ PROCESSING TIME	STAFF IN CHARGE
Client	Service Provider				
Submit letter of request or accomplished request slip	Receive, record and route to MDRRMO			2 minutes	Administrative Clerk
	Assess the needed action			2 minutes	MDRRMO

	Prepare the needed data or information materials			30 minutes	Records Section
	Record and release the information materials			2minutes	Admin Clerk
Total Processing Time				36 Minutes	

Schedule of availability of service: Monday to Friday
8:00 Am- 5:00 P.M

Fees: NONE

Documentary Requirements:

1. Letter request
2. Activity Design, (to include the Rationale, Objectives, Target Participant Actual date and Venue, methodology, registration fee if applicable, planned disbursement, mode of monitoring and evaluation)

TECHNICAL ASISSTANCE ON REQUEST IN THE CONDUCT OF TRAINING and INSTALLATION of the Community – Based Monitoring SYTEM(CBMS) – This service provides staff assistance in strengthening the technical and administrative capabilities of barangay officials non-government organizations (NGO's) People organization, Civil Society Group by encouraging various service provider as partner of the MDRRMO CBMS is an instrument that provides local officials with data for planning, policy formulation and appropriate interventions purposes. Likewise it is a tool that would greatly contributed to the attainment of the organization's goal.					
STEPS/PROCES		REQUIREMENTS / FORM	FEES	DURATION/ PROCESSING TIME	STAFF IN CHARGE
Client	Service Provider				
Submit letter of request with the attached required documents	Receive, and record the request			5 minutes	Administrative Clerk

	Assess the communication and route to concerned section			2 minutes	MDRRMO
	Review required documents (checklist), if documents are incomplete, provide checklist or call applicant/client			5 minutes	Administrative clerk
	Review and recommend for the MDRRMO for its approval			5 minutes	Administrative clerk
	Approval of the MDRRMO			5 minutes	Administrative clerk
Total Processing Time				22 Minutes	

RESCUE- This service provides responsive operations that usually that involve the saving of life, or prevention of injury during an incident or dangerous situation.					
STEPS/PROCESS		REQUIREMENTS / FORM	FEES	DURATION/ PROCESSING TIME	STAFF IN CHARGE
Client	Service Provider				
Concerned citizen	Receive, alarm and verify			2 minutes	Radio Operator
	Dispatch				
Total Processing Time				2Minutes	

TRAFFIC VIOLATION - This service provides people on the road to follow rules and traffic regulations.					
STEPS/PROCESS		REQUIREMENTS / FORM	FEES	DURATION/ PROCESSING TIME	STAFF IN CHARGE
Client	Service Provider				
Traffic	Apprehend violators			2 minutes	Traffic Enforcer
	Issue Citation Ticket			1 minute	
Total Processing Time				2 Minutes	