

Request for Putting-Up of First Aid Station for Special Events

Fiesta, Fun Run, Sports Activities & Other Similar Activities

Office or Division:	Municipal Disaster Risk Reduction Management Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen / G2G – Government to Government			
Who may avail:	General Public (All)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A Letter Request addressed to the LCE thru MDRRMO. The Requesting Party shall indicate in the Letter Request the Following: Kind / Nature of the Occasion Place / Venue Duration Estimated Number of Participants VIP if any The Requesting Party shall provide for the Foods of the Rescue Team		MDRRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client log book	1. Receives the request letter for approval by the LCE	None	10 Minutes	<i>LDRRMO-II Rescue 512 Watchman</i> Office of the Municipal Disaster Risk Reduction Management
2. Submit Letter request to the Office of the Mayor for Approval	2. Receives the Request Letter	None	2 Minutes	<i>LDRRMO-II Rescue 512</i> Office of the Municipal Disaster Risk Reduction Management
	2.1 Start processing the request		10 Minutes	
3. Return Letter to MDRRM Office for their Information and appropriate action on the request	3. Receive the approved request letter;	None	2 Minutes	<i>LDRRMO-II Rescue 512 Personnel</i> Office of the Municipal Disaster Risk Reduction Management
	3.1 Schedule the day for the establishment of the first aid station		2 Minutes	
	3.2 Establishment of the first aid station		1 Day	
TOTAL:		None	1 Day and 26 Minutes	