

Request for Rescue Asset/s Equipment/s Assistance

LGU Tents, GenSet, Chainsaw etc.

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 Verbal or Written Request addressed to the LCE thru MDRRMO. The Requesting Party shall indicate in the Letter Request the following: Purpose Place/Date Duration of Use		MDRRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Log Book	1. Give the Log Book to the Client	None	2 Minutes	<i>LDRRMO-II Personnel / Staff on-Duty</i> Office of the Municipal Disaster Risk Reduction Management
2. Submit Letter request to the Office of the Mayor for approval		None	10 Minutes	<i>LDRRMO-II Rescue 512 Watchman</i> Office of the Municipal Disaster Risk Reduction Management
3. Return Letter to MDRRM Office for their information and action on the request	3. Receive the required Documents 3.1 Determine the status / Availability of the Equipment being requested 3.2 Schedule equipment being requested	None	1 Day	<i>LDRRMO-II Personnel / Staff on-Duty</i> Office of the Municipal Disaster Risk Reduction Management
TOTAL:		None	1 Day and 12 Minutes	