

Request for Trainings/ Orientation on Disaster Management with Earthquake Drill

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: Type of training/Orientation Place/Venue Duration of Training Estimated number of Participants The Requesting Party shall arrange Budgetary Requirements with the MDRRMO.		MDRRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request to the Office of the Mayor for Approval	1. Receives the request letter for approval by the LCE	None	10 Minutes	<i>LDRRMO-II Rescue 512 Watchman Office of the Municipal Disaster Risk Reduction Management</i>
2. Return Letter to MDRRM Office for their Information and appropriate action on the request	2. Receive the Request Letter 2.1 Schedule the Training 2.2 Organize & Dispatch Training Team to the Training Venue		1-2 Days Based on the concerned party	<i>LDRRMO-II Rescue 512 Watchman Office of the Municipal Disaster Risk Reduction Management</i>
TOTAL:		None	2 Days and 10 Minutes	