

1. Issuance of Certification for DRRM Trainings (e.g. Earthquake Drills) for Government & Private Owned Business Establishments

This service caters and facilitates the issuance of certification to government and private-owned business that have completed the Disaster Risk Reduction Management training. The certificate serves as evidence of compliance and completion with the Disaster Risk Reduction Management training.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B -Government to Business G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request to be addressed to the Municipal Mayor, Attn: Municipal Government Department Head – I (Local Disaster Risk Reduction and Management Officer) (1 original, 2 photocopy)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request (1 original, 2 photocopy)	Receive the letter for Mayor's approval	None	1 day	Chief of Staff Mayor's Office
	1.2 Forward to the Local Disaster Risk Reduction and Management Officer for appropriate action	None	10 minutes	Chief of Staff Mayor's Office

	1.3 Local Disaster Risk Reduction and Management Officer receives the letter request and registers in the log book	None	2 minutes	<i>Local Disaster Risk Reduction & Management Officer</i> Municipal Disaster Risk Reduction and Management Office
	1.4 Verify that the individual or organization has successfully completed the required Disaster Risk Reduction and Management Training.	None	5 minutes	<i>Local Disaster Risk Reduction & Management Officer</i> Municipal Disaster Risk Reduction and Management Office
	1.5 Produce certificate signed by Municipal Disaster Risk Reduction Department Head	None	15 minutes	<i>Local Disaster Risk Reduction & Management Officer</i> Municipal Disaster Risk Reduction and Management Office
	1.6 Release Certificate to client and record to log book received copy.	None	5 minutes	
2. Accomplish Client Satisfaction Survey via link	2.1 Request Client to accomplish the client's satisfaction via link 2.2 Request Client to accomplish the client's complaint form via link	None	5 minutes	<i>Local Disaster Risk Reduction & Management Officer</i> Municipal Disaster Risk Reduction and Management Office
TOTAL:		None	1 day and 20 minutes	