3. Request for Augmentation of Resources (Personnel, equipment, etc.)

This service caters the request on personnel or equipment that fits the required skill or specialization depending on the necessary resources, these services aim to strengthen the capacity to effectively respond and manage disasters, safeguarding lives.

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)	1.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	2 minutes	*Chief of Staff* Mayor's Office
	1.3 Verify the availability of resources	None	5 minutes	*Local Disaster Risk Reduction & Management Officer*

				Municipal Disaster Risk Reduction and Management Office
	1.4 Set schedule with the approval of the Local Disaster Risk Reduction and Management Officer	None	5 minutes	*Local Disaster Risk Reduction & Management Officer* Municipal Disaster Risk Reduction and Management Office
	1.5 Advised the requesting party for the availability of resources	None	3 minutes	*Local Disaster Risk Reduction & Management Officer* Municipal Disaster Risk Reduction and Management Office
2. Accomplish CSS 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	*Local Disaster Risk Reduction & Management Officer* Municipal Disaster Risk Reduction and Management Office
	TOTAL:	None	1 day and 20 minutes	