

2. Request for Technical Assistance for Community Disaster Risk Reduction Management Plan Formulation: (Hazard, Vulnerability, Exposure and Resource and Capability Assessment)

This service caters in ensuring the safety and resilience of the community against potential disasters by collaboratively developing strategies aiming to safeguard the well-being and security of the municipality.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2B -Government to Business G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request to be addressed to Local Disaster Risk Reduction and Management Officer (1 original, 2 photocopy)			CLIENT	
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter request (1 original, 2 photocopy)	1. Receive letter request	None	5 minutes	<i>Local Disaster Risk Reduction & Management Officer Municipal Disaster Risk Reduction and Management Office</i>
	2. Inform client for ocular inspection schedule	None	5 minutes	<i>Local Disaster Risk Reduction & Management Officer</i>

				Municipal Disaster Risk Reduction and Management Office
2. Assist during ocular inspection.	Conduct ocular inspection	None	3days	<i>Local Disaster Risk Reduction & Management Officer</i> Municipal Disaster Risk Reduction and Management Office
	2.2 Prepare verification report subject to the approval of Municipal Government Department Head -I (Local Disaster Risk Reduction & Management Officer)	None	5 minutes	<i>Local Disaster Risk Reduction & Management Officer</i> Municipal Disaster Risk Reduction and Management Office
3. Claim Assessment Result	3.Release hazard/ risk/ vulnerability assessment result	None	1 minute	<i>Local Disaster Risk Reduction & Management Officer</i> Municipal Disaster Risk Reduction and Management Office
4. Accomplish Client Satisfaction Survey via link	4.1 Request Client to accomplish the client's satisfaction via link	None	5 minutes	<i>Local Disaster Risk Reduction & Management Officer</i> Municipal Disaster Risk Reduction and Management Office
	4.2 Request Client to accomplish the client's complaint form via link			
TOTAL:		None	3 days and 21 minutes	