

REQUEST FOR THE ASSISTANCE
(At The Local Disaster Risk Reduction and Management Officer)

HOW TO AVAIL OF THE SERVICE

-In Cases of Emergency

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE	PERSON IN CHARGE
1	Call LDRRMO Hotlines 0905-335-7431 0909-286-8076 (075) 632-3153	Respond to emergency call and prepare Emergency Responds Team 10-15 minutes	Arlyn S. Muñoz Angelito D. Mendoza
2	Or proceed directly to LDRRMO and report the incident	Interview client using an intake sheet and prepare Emergency Responds Team 10-20 minutes	Arlyn S. Muñoz Angelito D. Mendoza
Total of Service Time per Client: 35 minutes			
END OF TRANSACTION			

REQUEST FOR THE ASSISTANCE
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HOW TO AVAIL OF THE SERVICE

-In Cases of Non-Emergency

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE	PERSON IN CHARGE
1	Proceed to LDRRMO and submit letter of request or orally state desired assistance.	Assess the letter of request and/or desired assistance. Interview client using intake sheet. 15-30 minutes	Arlyn S.. Muñoz Angelito D. Mendoza
2	Wait for the approval of request and/ or schedule as the case may be.	Approve the request and/ or schedule as the case may be 10-15 minutes	Arlyn S. Muñoz
Total of Service Time per Client: 45 minutes			
END OF TRANSACTION			