

Name of Department/Office: **Municipal Disaster Risk Reduction and Management Office (MDRRMO)**

Vision: A safe, secured, economically productive, self-reliant office with empowered, responsive and resilient personnel living in a wholesome and sustainable environment along with effective and efficient leadership

Mission: The MDRRM Office shall provide realistic measures to increase awareness on disaster risk reduction management, install and rehabilitate climate change and disaster resilient structures and facilities along strategic area and provide demand-driven livelihood skills and capability building programs to capability programs to capacitate and rebuild normal living condition to disaster affected areas.

Mandate: Ensure a functional and well-equipped DRRM Office and teams guided by consultative, participative and decent officials. Following standard protocols to reduce the impact of disaster, save lives and properties.

MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	OFFICE IN CHARGE	FEES	REMARKS
RESCUE OPERATION OF VEHICULAR AND OTHER ACCIDENT						
1	Call office landline or mobile phone hot no. of DRRM Office	Rescuer/s do first aid if needed and call ambulance if the patient/s need stretcher	5 minutes	MDRRMO Staff	None	on time
2		Rescuer/s go back to office and log book event	3 minutes	MDRRMO Staff	None	Proper Recording
SEARCH AND RESCUE OPERATION OF LANDSLIDE, FLOODING AND OTHER NATURAL HAZARDS						
1	Call DRRM Office landline or mobile phone hot number on the event of any landslide, flooding and other natural hazards	Inter-agency rescuers Conduct Rapid Disaster Analysis and submit it to the Emergency Operation Center (EOC)	2 hours (excluding transport before arrival and departure)	MDRRMO and other inter-agency personnel and Staff	None	Conduct good RDANA
2	Client wait for the needed response	Another set of inter-Agency rescuer/s provided the needed response	One (1) to five (5) hrs. excluding arrival and departure)	MDRRMO and other personnel and Staff	None	Act based on the EOC Command
REQUEST TO BORROW TRANSPORT VEHICLE/S						
1	Client go to the office and completely fill-up request form	Rescuer/s assist the client in the completion of the request form	3 minutes	MDRRMO Staff	None	Proper filling-up request form
2	Client wait for the release of vehicle/s	Rescuer/s assures good filling records	2 minutes	MDRRMO Staff	None	Good filling
REQUEST TO BORROW RESCUE EQUIPMENT, TOOLS AND OTHER SUPPLIES						
1	Client go to the office and completely fill-up request form	Rescuer/s assist the client in the completion of the request form	3 minutes	MDRRMO Staff	None	Proper filling-up request form
2	Client wait for the release of the item/s needed	Rescuer/s assures good filling records	2 minutes	MDRRMO Staff	None	Good filling

GABRIEL RANIL G. MORENO
LDRRMO III