



**Municipal Disaster Risk Reduction Management  
Office  
External/Internal Services**



## 1. Request for Clearing of Canals; Trimming of Trees

<b>Office or Division:</b>	MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2G-GOVERNMENT TO GOVERNMENT; GOVERNMENT TO PRIVATE INDIVIDUALS (COMMUNITY)			
<b>Who may avail:</b>	Community (Private Individuals); Government to Government			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request directly to Operations Section Unit	Deploy Clearing Team to identified area as per request by barangay or individual or household; Provide appropriate PPEs to Clearing Team	None	10 minutes upon receipt of call or request clearing team will be deployed; 30 minutes to 1 hour of clearing operations depending upon the complexity of the situation	Operations Section Chief
<b>TOTAL:</b>			<b>10 minutes</b>	

## 2. Respond to Emergency/Crisis Situation

<b>Office or Division:</b>	MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2G-GOVERNMENT TO GOVERNMENT; GOVERNMENT TO PRIVATE INDIVIDUALS (COMMUNITY)			
<b>Who may avail:</b>	Community (Private Individuals); Government to Government			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request directly to Emergency Operations Center	Deploy ERTs and rescue teams; provide appropriate PPEs to ERTs, Rescue Team	None	5 minutes upon receipt of call	EOC Manager on duty
<b>TOTAL:</b>			<b>5 minutes</b>	



### 3. Travel Pass

<b>Office or Division:</b>	MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2G-GOVERNMENT TO GOVERNMENT; GOVERNMENT TO PRIVATE INDIVIDUALS (COMMUNITY)			
<b>Who may avail:</b>	Community (Private Individuals); Government to Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Barangay Hall		
Medical Clearance		City/Municipal Health Office		
Approved Travel Pass		Camnortravelpass.com		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<ul style="list-style-type: none"> <li>Secure Barangay Certificate (not PUI, PUM)</li> <li>Medical Clearance from MHO</li> <li>Endorsement (ICS Form 213)</li> <li>Apply/ submit to camnortravelpass.com</li> </ul>	Prepare Endorsement ICS 213 after completion of requirements	None	10 minutes	Administrative Section, MDRRM Office
<b>TOTAL:</b>			<b>10 minutes</b>	

### 4. Burial, Medical and Emergency Shelter Assistance for Victims of Disasters

<b>Office or Division:</b>	MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2G-GOVERNMENT TO GOVERNMENT; GOVERNMENT TO PRIVATE INDIVIDUALS (COMMUNITY)			
<b>Who may avail:</b>	Community (Private Individuals); Government to Government			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<ul style="list-style-type: none"> <li>Submit Certification of Indigency issued by PB</li> <li>Death Certificate (for funeral)</li> <li>DANA Report from Barangay (for shelter)</li> <li>Letter Request addressed to LCE</li> <li>Submit to MDRRMO and Mayor's Office for processing</li> </ul>	<p>Conduct validation for shelter assistance (especially for fire incidents &amp; damages caused by flooding or typhoons and other calamities)</p> <p>Issue Certification after completion of the requirements</p>	None	Half-day (4 hours) depending upon the proximity of the location of incident; for mainland-30 minutes to hour processing	MDRRMO – Operations Section Chief; LDRRMO I  MDRRMO Officer
<b>TOTAL:</b>			<b>4 Hours</b>	