

# Provincial Disaster Risk Reduction and Management Office



## 1. Availing Technical Assistance, Resource Facilitation Services to discuss Subjects/Topics/Modules on Disaster Risk Reduction and Management

People and communities are vulnerable to disasters because of lack of information about the hazards; how to prepare for them; how to reduce the risk of hazards affecting their lives and livelihoods. When their level of awareness are increased, people and communities are more prepared.

<b>Office or Division:</b>	Research, Planning, Administration and Training Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business Entity			
<b>Who may avail:</b>	Personnel of government agencies, elected officials, private sectors, CSOs, uniformed personnel, students and other stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request for technical assistance: <ul style="list-style-type: none"> <li>Addressed to the Provincial Governor</li> <li>Attention to PDRRM Officer</li> <li>Contains type of training, target date(s), venue and target participants</li> <li>Signed by authorized officer</li> </ul>		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Sign in the Client Logbook before entering the office. 1.2 Disinfect after signing.	1.1 Check client has PPG <ul style="list-style-type: none"> <li>No facemask</li> <li>No entry</li> </ul> 1.2 Give the logbook to the client	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>
2.Submits request letter for training at least 4 working weeks before the target date, depending on the type of training and logistical requirements <ul style="list-style-type: none"> <li>In person</li> <li>Via email</li> </ul>	2.Receives letter request in person 2.2 Records the letter request	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>

	3.1 Endorsement to Research, Planning, Administration and Training Division	None	5 minutes	<i>Administrative Officer- IV, Administrative Section</i>
3.Receives approved request on DRRM subjects	4.1 Discussion and planning with PDRRMO 4.2 Prepares reply letter or coordinate with the requesting party	None	1-3 days upon receipt	<i>PDRRMO LDRRMO-IV or any assigned personnel, Research, Planning, Administration Division</i>
4. Assist the Resource Person on the specified date(s)	5. Delivers the requested DRRM subject during the specified date of the activity	None	Specified date of the activity/event	<i>PDRRMO LDRRMO-IV or any assigned personnel, Research, Planning, Administration Division</i>
5. Answer the Training Assessment Form after the discussion/training	6. Consolidate the Resource Person Assessment Form	None	15 minutes	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant, Administration and Training Section</i>

## **2. Availing of Customized and Specialized Trainings, Drills and Simulation Exercises for Disaster Risk Reduction and Management Managers and Practitioners, Emergency Responders and Other Stakeholders**

<b>Office or Division:</b>	Research, Planning, Administration and Training Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business Entity
<b>Who may avail:</b>	Personnel of government agencies, elected officials, private sectors, CSOs, uniformed personnel, students and other stakeholders

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for technical assistance: <ul style="list-style-type: none"> <li>Addressed to the Provincial Governor</li> <li>Attention to PDRRM Officer</li> <li>Contains type of training, target date(s), venue and target participants</li> <li>Signed by authorized officer</li> </ul>		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign in the Client Logbook before entering the office. 1.2 Disinfect after signing.	1.1 Check client has PPG <ul style="list-style-type: none"> <li>No facemask</li> <li>No entry</li> </ul> 1.3 Give the logbook to the client	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>
2. Submit request letter for training at least 4 working weeks before the target date, depending on the type of training and logistical requirements <ul style="list-style-type: none"> <li>In person</li> <li>Via email</li> </ul>	2.1 Receive letter request in person 2.2 Record the letter request	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>
	3.1 Endorse to Research, Planning, Administration and Training Division 3.2 Discussion	None	5 minutes	<i>Administrative Officer- IV, Administrative Section</i>
3. Receive approved request on DRRM subjects	4.1 Discussion and planning with PDRRMO 4.2 Prepares reply letter or coordinate with the requesting party	None	1-3 days upon receipt	<i>PDRRMO LDRRMO-IV, LDRRMO-I, Administration and Training Section</i>
	5.1 Prepare the technical and administrative requirement of the training <ul style="list-style-type: none"> <li>Training/ Activity Design</li> </ul>	None	6 weeks before the training	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant, Administration and Training Section</i>

	<ul style="list-style-type: none"> <li>• Purchase Request</li> <li>• Workbook/ Training Materials</li> </ul>			
4. Assist the Training Team on the specified date(s)	6. Deliver the requested DRRM subject during the specified date of the activity	None	Specified date of the activity/event	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant, Administration and Training Section</i>
5. Answer the Training Assessment Form after the discussion/training	7. Consolidate the Training Assessment Form	None	15 minutes	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant</i>

### 3. Standby Ambulance/Medic Assistance

Where there is a large gathering of people, such as at an event of a huge proportion, there is always a high possibility of mishaps and accidents. From passing out due to the heat and exhaustion to meeting with an unfortunate accident, anything and everything could happen at such a large area with so many people in attendance. As such, having a number of ambulances on standby, equipped with all the appropriate tools to provide emergency medical support in case of a calamity, is not only beneficial, but also essential to the event taking place smoothly, and without a glitch. It ensures that the situation is contained at the earliest and the damage is minimized.

While natural calamities and freak accidents due to weather conditions cannot be predicted, steps can definitely be taken to safeguard ourselves against them or minimize their impact. From unexpected rain, thunder, and storms to other more major climatic conditions, the impact that they have can be extremely negligible or debilitating, depending on the rest of the factors in place. Having an ambulance present at the event would once again be monumental in helping prevent or reduce casualties and fatalities, if they still do occur.

<b>Office or Division:</b>	Operations and Warning Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business Entity
<b>Who may avail:</b>	Personnel of government agencies, elected officials, private sectors, CSOs, uniformed personnel, students and other stakeholders

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for technical assistance: <ul style="list-style-type: none"> <li>• Addressed to the Provincial Governor</li> <li>• Attention to PDRRM Officer</li> <li>• Contains type of activity, target date(s), venue and number participants</li> <li>• Signed by authorized officer</li> </ul>		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign in the Client Logbook before entering the office. 1.2 Disinfect after signing.	1.1 Check client has PPG <ul style="list-style-type: none"> <li>• No facemask</li> <li>No entry</li> </ul> 1.2 Give the logbook to the client	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>
2.Submits request letter for training at least 1 working week before the target date, depending on the type of activity and logistical requirements <ul style="list-style-type: none"> <li>• In person</li> <li>• Via email</li> </ul>	2.1 Receive letter request in person 2.2 Record the letter request	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>
	3.1 Endorse to Operations and Warning Division	None	5 minutes	<i>Administrative Officer-IV, Administrative Section</i>
3.Receive approved request on DRRM subjects	4.1 Discussion and planning with PDRRMO 4.2 Prepare reply letter or coordinate with the requesting party	None	1-3 days upon receipt	<i>PDRRMO LDRRMO-IV, LDRRMO-III, Operations and Warning Section</i>
4. Assist the EMS Team(s)	5. Deliver the requested standby ambulance and medic assistance	None	Specified date of the activity/event	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant, Operations and Warning Section</i>

## 4. Emergency Response

Emergency situation warranting a response can range from natural disasters to hazardous materials problems and transportation incidents. The actions taken in the initial minutes of an emergency are critical. Response time is vital during emergency response. Extended response time can result increased and permanent damage, a higher risk likelihood of fatalities, and greater distress to involve.

<b>Office or Division:</b>	Operations and Warning Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All citizens in Oriental Mindoro needing emergency response			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
During the call provide the following information: <ul style="list-style-type: none"> <li>Type of emergency (trauma, medical, fire, flood, drowning etc.)</li> <li>Place of incident, nearest landmark</li> <li>Number of affected, name, age, sex, address, condition of the patient</li> <li>Name and contact number of the informant/caller</li> </ul>		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Call Hotline (0916-20-1847, 288-2422)	1.Answer emergency call, assess the case and coordinate with responder on duty	None	2 minutes	<i>LDRRMO 15, Administrative Assistant III, Operations and Warning Division</i>
2.Wait for the responders	2.Dispatch responder and ambulance 2.2 Record the letter request	None	Area A- 10 minutes (within Calapan City and Poblacion, Baco) Area B- 20 minutes (Calapan City, Baco, Curva, Naujan)	<i>LDRRMO 15, Administrative Assistant III, Operations and Warning Division</i>

	3.1 Endorse to Operations and Warning Division	None	5 minutes	<i>LDRRM Assistants, DMOAs on duty, Operations and Warning Division Operations and Warning Division</i>
3.Receive first aid treatment	4. Assessment of patient -Give first aid treatment (for emergency cases)	None	10-20 minutes	<i>LDRRM Assistants, DMOAs on duty, Operations and Warning Division Operations and Warning Division</i>
4. Go to the nearest hospital (if further medical attention is needed) *For emergency and life threatening request cases	4. Endorse to the nearest hospital (if further medical attention is needed)	None	5 minutes	<i>LDRRMO-IV, LDRRMO-I, LDRRM Assistant, Operations and Warning Section</i>
	TOTAL	None	32 minutes	

## 5. Provision logistics support thru lending of rescue equipment, tools and supplies.

Nowadays, life is becoming more complex together with growing of population, developing of technology and increasing of risks. Hence, authorized people have to take more powerful measures to struggle against natural, weather and technology disasters. When disasters occur, it is vital to rescue the large number of people in the shortest period of time and provide essential needs with appropriate methods. But all these activities depend on having good teams, sufficient equipment, tools, supplies and correct practice knowledge to effectively implement the disaster management plans and execute rescue operations.

<b>Office or Division:</b>	Administrative Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business Entity
<b>Who may avail:</b>	Personnel of government agencies, elected officials, private sectors, CSOs, uniformed personnel, students and other stakeholders

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for technical assistance: <ul style="list-style-type: none"> <li>• Addressed to the Provincial Governor</li> <li>• Attention to PDRRM Officer</li> <li>• Contains purpose, target date and estimated time of return, type and number of equipment, tools and supplies.</li> <li>• Signed by authorized officer</li> </ul>		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign in the Client Logbook before entering the office. 1.2 Disinfect after signing.	1.1 Check client has PPG <ul style="list-style-type: none"> <li>• No facemask</li> <li>No entry</li> </ul> 1.2 Give the logbook to the client	None	5 minutes	<i>Administrative Aide-IV, Administrative Section</i>
1.1 Submits request letter for training at least 2 days before the target date, depending on the type of activity and logistical requirements <ul style="list-style-type: none"> <li>• In person</li> </ul> 1.3. Verbal Request state the following: <ul style="list-style-type: none"> <li>• Contains purpose, target date and estimated time of return, type and number of equipment, tools and supplies.</li> </ul> 1.4 Fill-out the form rescue equipment, tools and supplies	2.1 Receive letter request in person 2.2 Record the letter request  2.3 Give the request form	None	10 minutes	<i>Administrative Aide-IV, Administrative Officer IV, Administrative Aide IV (storekeeper), Administrative Section</i>
4. Get the requested rescue equipment, tools and supplies	3. Provide the requested equipment, tools and supplies		10 minutes	<i>Administrative Aide IV (storekeeper), Administrative Section</i>
	TOTAL	None	25 minutes	