



2. Provision of Information, Training and Drills

Provision of training, lectures and drills to government and non-government employees, schools, barangays, and other barrios, etc. Provide information, updates health teaching for Disaster Preparedness, Basic Life Support (BLS), Emergency Preparedness, earthquake/flood drills in all sectors.

Office/Division:	Municipal Disaster Risk Reduction & Management Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request addressed to the Municipal Mayor *Include the name of institution, date, time, venue, number of participants, title of training and contact number in the request (1 Original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to MDRRM Office, front desk	1. Ask the client of his/her purpose of appearing in the office.	None	3 Minutes	<i>Officer of the Day</i> MDRRM Office
2. Give the Letter Request	2. Receive the Letter of Request 2.1 Advise the client of the process of their request. 2.2 Refer the letter to LDRRM Officer	None	Minute	<i>Office Staff</i> MDRRM Office
3. Wait for the call for updates on the request	3. Call the client for the schedule of training/lecture 3.1 Prepare the materials to be used in the training	None	1 Day	<i>Office Staff</i> MDRRM Office
4. Prepare the audience of the training in the venue of their choice	4. Provide Training/lecture and/or Drills to inform the students, business groups or barangay officials about the disaster	None	1 Day	<i>LDRRM Officer</i>
Total		None	2 Days and 8 Minutes	