



# **Provincial Disaster Risk Reduction and Management Office**



# 1. Control of 5% Disaster Risk Reduction Fund Utilization

Controlling of Allocation of funds from different Offices in the Provincial Government of Lanao del Norte using the 5% of DRRM Fund

<b>Office or Division:</b>	PDRRMO Research and Planning Section			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government (Internal)			
<b>Who may avail:</b>	Provincial Government Departments funded under the 5% DRR Fund			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Copy of documents (Project Proposal) (7 copies) 2. Purchase Request(2 copies) 3. Disbursement Voucher under the 5% utilization fund (7 copies)			Concerned Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Fills-out client's logbook	1. Receives the documents	None	3 Minutes	Arvin Antonio Data Entry Machine Operator II Jeanette Calimpusan Data Entry Machine Operator III Leyann Ramo LDRRMO I
2. Presents complete documents to in-charge	2. Reviews the documents including attachments.	None	2 Minutes	Jeanette Calimpusan Data Entry Machine Operator III Leyann Ramo LDRRMO I
	2.1If with complete requirements, record the transaction of 5% DRRM Fund allocation	None		Doroteo Andrin Data Entry Machine Operator I
		None	1 Minutes	



	2.2If lacking of requirements, return the document to client or to concerned agency/ office.			
3. Receives the signed document/s	3. Affixes initial of the documents w/ complete attachments	None	1 Minute	Jeanette Calimpusan Data Entry Machine Operator III Doroteo Andrin Data Entry Machine Operator I
	3.1Signs the documents	None	1 Minute	Abeliza Manzano Acting Department Head Arvin Antonio Data Entry Machine Operator II Leyann Ramo LDRRMO I
	3.2Releases the documents to the client/s	None	1 Minute	Abeliza Manzano Acting Department Head Arvin Antonio Data Entry Machine Operator II Leyann Ramo LDRRMO I
<b>TOTAL:</b>		<b>None</b>	<b>7 Minutes</b>	



## 2.Provision of Safety Assistance

Request from different Government offices within the Province for Provision of Safety Assistance to other agencies during an event.

<b>Office or Division:</b>	PDRRMO Operation and Warning Section			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government (Internal and External), G2C- Government-to-Community			
<b>Who may avail:</b>	Local Government Units, PGLDN Departments, Non-Government Offices, Civil Society Organizations, National Line agencies, Stakeholders, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter Request(2 copies)			Concerned Office/Agency	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Fills-out client's logbook	1. Receives letter request	None	2 Minutes	All Staff
2. Submits Letter of Request	2. Checks for schedule and availability of staff	None	3 Minutes	Abeliza Manzano Acting Department Roy Vincent Secuya Data Comptroller II Jeanette Calimpusan Data Entry Machine Operator III
	2.1 Approves of the request	None	2 Minutes	Abeliza Manzano Acting Department
<b>TOTAL:</b>		<b>None</b>	<b>7 Minutes</b>	



### 3. Conduct of DRRM Related CapDev Activities

Conducts of DRRM related Trainings to various Government Offices as requested.

<b>Office or Division:</b>	PDRRMO Admin and Training Section			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government (External), G2C- Government to Citizens			
<b>Who may avail:</b>	Local Government Units, PGLDN Departments, Non-Government Offices, Civil Society Organizations, National Line agencies, Stakeholders, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. letter request(2 copies) 2. memorandum(3 copies)			Concerned Office/Agency	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Fills-out client's logbook	1. Receives letter request	None	1 Minute	All Staff
2. Submits Letter of Request	2. Checks for schedule and availability of staff	None	3 Minutes	All Staff
	2.1 Approves of the Request	None	2 Minutes	Abeliza Manzano Acting Department



	2.2 Advises client/s to follow-up the request	None	1 Minute	Roy Vincent Secuya Data Comptroller II Charlie Gabawa Data Entry Machine Operator I Alwin Miquiabas Communication Equipment Operator I Doroteo Andrin Data Entry Machine Operator I Conrado Hingco IV LDRRMO I Leyann Ramo LDRRMO I
<b>TOTAL:</b>		<b>None</b>	<b>7 Minutes</b>	



## 4.Review of LDRRM Plans

Reviewing of the Municipal DRRM Plan by the Provincial Review Team

<b>Office or Division:</b>	PDRRMO Research and Planning Section			
<b>Classifications:</b>	Complex			
<b>Type of Transactions:</b>	G2G – Government to Government (Internal)			
<b>Who may avail:</b>	Local Government Units, PGLDN Departments, Non-Government Offices, Civil Society Organizations, National Line agencies, Stakeholders, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter Request(2 copies) 2. LDRRM Plan (1 copy only)			Concerned Office/Agency	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Fills-out client's logbook	1. Receives Letter Request and LDRRM Plan	None	2 Minutes	All Staff
2. Submits LDRRM Plan	2. Initials review of the Plan a. If the content of Plan is complete, schedule the review of the LDRRM Plan	None	1 Day	Jeanette Calimpusan Data Entry Machine Operator IIIConrado Hingco IV LDRRMO I Leyann Ramo LDRRMO I
	b. If plan is lacking of required data, return the plan to concerned MDRRMO		1 Day	Jeanette Calimpusan Data Entry Machine Operator IIIConrado Hingco IV LDRRMO I Leyann Ramo LDRRMO I



	<p>2.1 Notifies the Provincial Review Team</p> <p>a. Prepares Memorandum</p> <p>b. Disseminate Memorandum</p> <p>c. Prepare needed logistics</p>	None	1 Day	<p>Jeanette Calimpusan Data Entry Machine Operator III Conrado Hingco IV LDRRMO I Leyann Ramo LDRRMO I</p>
	2.2 Actual Review of LDRRM Plan by the Provincial Review Team	None	3 Days	<p>Arvin Antonio Data Entry Machine Operator II Leyann Ramo LDRRMO I</p>
	2.3 Prepare Certificate of Review to be signed by the Provincial Review Team (PRT)	None	10 Minutes	<p>Jeanette Calimpusan Data Entry Machine Operator III Conrado Hingco IV LDRRMO I Leyann Ramo LDRRMO I</p>
	2.4 PRT signed the Certificate of Review	None	5 Minutes	Provincial Review Team
	2.5 Forward the signed certificate to OCD 10 for approval	None	1 Day	<p>Arvin Antonio Data Entry Machine Operator II Leyann Ramo LDRRMO I</p>
<b>TOTAL:</b>		<b>None</b>	<b>7 Days 17 Minutes</b>	





## 5.Provision of Assistance to Emergencies

Receives Request for assistance/response during Emergency via Radio transmission or Call received from PDRRMO hotline

<b>Office or Division:</b>	PDRRMO Admin and Training Section			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government (External), G2C Government to Citizen			
<b>Who may avail:</b>	Local Government Units, PGLDN Departments, Non-Government Offices, Civil Society Organizations, National Line agencies, Stakeholders, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Radio and Phone Transmission			Concerned Office/Agency	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Receives message from radio / hotline number	1. Verifies and get basic information	None	2 Minutes	Arvin Antonio Data Entry Machine Operator II Roy Vincent Secuya Data Comptroller II
	1.1 Informs MDRRMO to validate the reported incident	None	2 Minutes	Roy Vincent Secuya Data Comptroller II
	1.2 Informs PDRRMO Officer for the appropriate response	None	1 Minutes	Arvin Antonio Data Entry Machine Operator II Roy Vincent Secuya Data Comptroller II



	1.3 Provides Action for the Request	None	1 Minutes	Roy Vincent Secuya Data Comptroller II Charlie Gabawa Data Entry Machine Operator I Alwin Miquiabas Communication Equipment Operator I Doroteo Andrin VI Datat Entry Machine Operator I Conrado Hingco IV LDRRMO I Julian Ramirez Heavy Equipment Operator
<b>TOTAL:</b>		<b>None</b>	<b>6 Minutes</b>	



## 6. Attending queries to Client Inquiries

Attending to Client Inquiries who inquire for the services provided by the PDRRMO

<b>Office or Division:</b>	PDRRMO Admin and Training Section			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government G2C- Government to Citizen			
<b>Who may avail:</b>	Local Government Units, Non-Government Offices, Civil Society Organizations, National Line agencies, Stakeholders, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Client Inquiries			PDRRMO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Fills-out client's logbook	1. Interviews client	None	2 Minutes	Arvin Antonio Data Entry Machine Operator II Leyann Ramo LDRRMO I
	1.1 If client's concern is within the PDRRMO programs, Advises client to submit letter of request	None	3 Minutes	Abeliza Manzano Acting Department Head Arvin Antonio Data Entry Machine Operator II Leyann Ramo LDRRMO I
	(If not, refer client/s to appropriate office/agency )	None	None	Jeanette Calimpusan Data Entry Machine Operator III
	1.2 Advises client to return with the letter of request	None	1 Minutes	Arvin Antonio Data Entry Machine Operator II Leyann Ramo LDRRMO I
<b>TOTAL:</b>		<b>None</b>	<b>6 Minutes</b>	