



**Provision of Resource Person from CDRRMO to discuss subjects on Disaster Risk Reduction and Management, Resilience and Public Service Continuity Planning.**

**ABOUT THE SERVICE**

To provide systematic approach in building the capacities of DRRM practitioners who will, in turn, provide capacity building opportunities for other stakeholders across all levels of governance

(To raise awareness on disaster risks and their mitigation and prevention at all level through seminar, workshops and small group talks/forum by competent and well-knowledgeable speakers and personnel from CDRRMO)

<b>Department/ Office:</b>		<b>CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizens Government to Business Government to Government		
<b>Who may avail</b>		Personnel of government agencies, Private Sector, Civil Service Organizations, uniformed personnel, students, etc.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter request for resource person addressed to the City Mayor               <ul style="list-style-type: none"> <li>Attention to the LDRRM Officer</li> <li>Contains subject matter, date, venue and target participants</li> </ul> </li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request (ideally a week before schedule)	2. Receives letter of request and endorses letter to LDRRM Officer		3 minutes	Administrative Clerk
	3. Receives approved on DRRM subject  LDRRM Officer approves letter of request and assign the task to an LDRRM lecturer		5 minutes	LDRRM Officer
	4. Requesting party is advised of approved letter of request.			Administrative Clerk
	5. Delivers the requested DRRM subject		Day of the talk/ training	Resource person/ assigned subject matter expert
<b>TOTAL</b>			3 minutes	

**CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

2<sup>nd</sup> Floor Social Development Center Bldg., City Hall Complex, J. Miranda Ave., Concepcion

Pequeña, Naga City, Camarines Sur

For more information, please contact:

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