



Technical Assistance to Conduct Training on Disaster Risk Reduction and Management

ABOUT THE SERVICE

The goals of DRRM's capacity building efforts is to improve the attainment of safer, adaptive and resilient Filipino Communities towards sustainable development

(To strengthen and enhance and capacities and facilitate effective disaster management through conduct of trainings and relevant exercises by technical experts from the Search and Rescue Team Personnel)

Department/ Office:		CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE		
Classification:		Highly Technical		
Type of Transaction:		Government to Citizens Government to Business Government to Government		
Who may avail		Personnel of government agencies, Private Sector, Civil Service Organizations, uniformed personnel, students, etc.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter request for technical assistance addressed to the City Mayor. <ul style="list-style-type: none"> Attention to the LDRRM Officer Contains type of training, date, venue and target participants 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for training (ideally a week before schedule)	2. Receives letter of request and endorses it to SARU		3 minutes	Administrative Clerk
	3. Receives and approve request for training		Within 7 days upon receipt of request	LDRRM Officer Administrative Clerk
	4. Prepares logistical and administrative requirements for conduct of the training and undertakes coordination for request (availability of personnel)		Within 7 days upon receipt of request	Training Team
	5. Submit and receives the training report Provide signed certificates to the clients		Day of training Within 5 days after the training	Administrative Clerk
TOTAL			19 days and 3 minutes	



CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

2nd 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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