



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)

Department/ Office:		CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE		
Classification:		Simple		
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 resource person addressed to the City Mayor <ul style="list-style-type: none"> - Attention to the LDRRM Officer - Contains subject matter, date, venue and target participants 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request (ideally a week before schedule)	2. Receives letter of request and endorses letter to LDRRM Officer	No fees	3 minutes	Administrative Clerk
	3. Evaluates request based on training guidelines and adherence to standard requirements		Within 5 working 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)		Within 2 days upon receipt of request	Training Team
	5. Delivers the requested DRRM subject during the specific date/s of the activity/ event		Specified date of the activity/ event	Assigned staff/ Resource Person
TOTAL			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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