



## 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)

<b>Department/ Office:</b>		<b>CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>		
<b>Classification:</b>		Highly Technical		
<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 technical assistance addressed to the City Mayor. <ul style="list-style-type: none"> <li>- Attention to the LDRRM Officer</li> <li>- Contains type of training, 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 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		Day of training	Administrative Clerk
	Provide signed certificates to the clients		Within 2 days after the training	
<b>TOTAL</b>			9 days and 3 minutes	



**CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

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