

# EXTERNAL SERVICES

MUNICIPAL GOVERNMENT OF  
DOÑA REMEDIOS TRINIDAD, BULACAN



## 1. Emergency Response (24/7 Operation)

Provision of immediate response to any untoward incident reported / monitored and providing first aid and if possible, transfer to the appropriate health facilities at all times.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report to MDRRM office any untoward incident and all the details below through any means of communications in the locality.	1.1 Preposition of materials, supplies, equipment and other supplies needed for the response.	None	1 minute	<i>LDRRMA</i> <b>Office of the Municipal Risk Reduction and Management</b>
	1.2 Proceed to the area of concern. Attend to the reported untoward incident / emergency situation.	None	ASAP	<i>AA I / Responder</i> <b>Office of the Municipal Risk Reduction and Management</b>
	1.3 Application of needed services and first aid treatment depending on the severity of the case. If possible, endorse to agency concern or transfer to the nearest health facilities.	None	ASAP	
	1.4 Endorsement to the attending health staff/facility for proper medication / care depending on the nature and extent of the damage from the incident.	None	ASAP	
	<b>TOTAL</b>	<b>NONE</b>	<b>VARIABLE</b>	



## 2. Ambulance Assistance For Indigent Constituent

Provision of immediate response to any untoward incident reported / monitored and providing ambulance assistance, if possible, transfer to the appropriate health facilities at all times.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Request to the Office of the MDRRM or call/text the Rescue Hotline (0916 122 1957).	1.1 Receive request and schedule the ambulance.	None	ASAP	<i>LDRRMO III / LDRRMO I / LDRRMA / AA I / Responder</i> <b>Office of the Municipal Risk Reduction and Management</b>
	<b>TOTAL</b>	<b>NONE</b>	<b>VARIABLE</b>	

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### 3. Request For DRRM Trainings / Seminars / Workshops

The service ensures that the trainings and seminars conducted will equip participants with the appropriate knowledge and skills that conforms with the standards set by governing agencies as mandated under the Republic Act 10121.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request addressed to Municipal Mayor and attention to the LDRRMO.		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to MDRRM Office.	1.1 Accept and review the letter request.	None	2 minutes	<i>LDRRMA</i> <b>Office of the Municipal Risk Reduction and Management</b>
	1.2 Endorse to the Municipal Mayor for approval.	None	10 minutes	
	1.3 Upon approval, forward the letter to the LDRRMO for review.	None	5 minutes	<i>LDRRMO III</i> <b>Office of the Municipal Risk Reduction and Management</b>
	1.4 Check and review the Schedule of the Training Team.	None	3 minutes	<i>LDRRMA</i> <b>Office of the Municipal Risk Reduction and Management</b>
2. Client will be advised to wait for the approval of the letter request.	2.1 Advise the client for the approval of the request and inform the Training team to accommodate the schedule and other details of the training / seminar / workshop.	None	5 minutes	<i>LDRRMA</i> <b>Office of the Municipal Risk Reduction and Management</b>
3. Prepare the program and the venue of the activity.	3.1 Prepare the modules and topics to be discuss on the training / seminar / workshop.	None	1 day	<i>LDRRMO III / LDRRMO I / LDRRMA / AA I / Responder</i> <b>Office of the Municipal Risk</b>

				<b>Reduction and Management</b>
	<b>TOTAL</b>	<b>NONE</b>	<b>1 DAY AND 25 MINUTES</b>	