



Republic of the Philippines  
 Province of Camarines Sur  
**MUNICIPALITY OF CALABANGA**  
 Email: [mdrrmccalabanga@gmail.com](mailto:mdrrmccalabanga@gmail.com)

**MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

**ORGANIZATIONAL STRUCTURE**



**DANIEL S. ABALAYAN**  
 LDRRMO III  
 MDRRM OFFICER



**MARIBETH A. PONCE**  
 LDRRMO I  
 RESEARCH AND PLANNING



**GIL S. LOPEZ, JR.**  
 LDRRMO ASSISTANT  
 ADMINISTRATUON AND TRAINING



**RICHARD T. PINEDA**  
 Administrative Aide VI  
 OPERATIONS AND

**MDRRMC RESPONDER AND RESCUE TEAM**



**AUDIFAH B. ABIOG, JOSE A. SARGENTO, HONESTO Y. DELA TORRE, JR.,  
 JEROME B. ALVAREZ, EUGENE ANTON M. MALLARI, JOYCE ANN B. CELIS,  
 CESAR O. CASANO III., ZAREN O. ASIS, PRINCESS JOYME S. ENDRANO**



Republic of the Philippines  
Province of Camarines Sur  
**MUNICIPALITY OF CALABANGA**

Email: [mdrrmccalabanga@gmail.com](mailto:mdrrmccalabanga@gmail.com)

## **MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

---

**VISION:**

“STRENGTHENED ALLIANCE WITH BARANGAY COMMUNITIES THROUGH EMPOWERED AND CAPACITATED PEOPLE FOR A PRO-ACTIVE DRRM PROGRAMS, PROJECTS AND ACTIVITIES TO SUSTAINABLE COMMUNITY DEVELOPMENT”

**MISSION:**

“TO PROVIDE A SAFER, ADAPTIVE AND DISASTER RESILIENT CALABANGUENO COMMUNITIES TOWARDS SUSTAINABLE DEVELOPMENT”

**GOAL:**

“TO ENHANCE TRADITIONAL/EXISTING PRACTICES OF THE COMMUNITIES ON DISASTER RISK REDUCTION AND MANAGEMENT AND EQUIP THEM WITH THE NECESSARY KNOWLEDGE AND SKILLS IN PREPARING AND RESPONDING TO UNEXPECTED IMPACTS OF DISASTER IN ORDER TO ATTAIN A ZERO CASUALTY IN ANY EVENT OF EMERGENCY OR CALAMITY”

**MANDATE:**

THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF CALABANGA CAMARINES SUR IN COORDINATION WITH CONCERNED NATIONAL GOVERNMENT AGENCIES AND INSTRUMENTALITIES SHALL PERFORM ITS FUNCTION STATED UNDER REPUBLIC ACT 10121 WITH IMPARTIALITY, GIVEN THE EMERGING CHALLENGES BROUGHT ABOUT BY DISASTER OF OUR TIMES.

**BUSINESS HOURS:**

REGULAR BUSINESS HOUR IS FROM 8:00 AM – 5:00 PM, MONDAY TO FRIDAY. NO NOON BREAK POLICY. HOWEVER, SEARCH AND RESCUE AND EMERGENCY RESPONSE SHALL RENDER 24/7 SERVICE.

**CLIENTELE:**

THE GENERAL PUBLIC

**I. ISSUANCE OF MDRRM CERTIFICATION FOR THOSE CLIENTS APPLYING FOR BUILDING PERMIT**

**SERVICE INFORMATION:** As one of the requirements of the HLURB this service is given to facilitate application of MDRRM Certificate for those client applying for Building Permit.

<b>Office or Division:</b>	<b>MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>			
<b>Classification:</b>	<b>SIMPLE</b>			
<b>Type of Transaction:</b>	<b>ISSUANCE OF MDRRM CERTIFICATION FOR THOSE CLIENTS APPLYING FOR BUILDING PERMIT.</b>			
<b>Who may avail:</b>	<b>GENERAL PUBLIC</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li><b>TECHNICAL DESCRIPTION AND LOCATION OF THE PROJECT</b></li> </ul>				
<ul style="list-style-type: none"> <li><b>PAYMENT RECEIPT</b></li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Client Apply For the Municipal Disaster Risk Reduction and Management Certificate	<ul style="list-style-type: none"> <li>Client will log in to the log book and paid for the MDRM Certification at the Office of Treasurer</li> </ul>	P103.00	1 MIN	MDRRMO STAFF
	<ul style="list-style-type: none"> <li>The MDRRMO staff will validate and certify the location of the project applied for and print the certificate.</li> </ul>	None	5 MINUTES	MDRRMO STAFF
	<ul style="list-style-type: none"> <li>Endorse the said application to the head of the MDRRMO for signature</li> </ul>	None	1 MIN	DANIEL S. ABALAYAN
	<ul style="list-style-type: none"> <li>The LDRRMO sign the certification in 3 copies</li> </ul>	None	1 MIN	MDRRMO STAFF
	<ul style="list-style-type: none"> <li>Upon signature of the head of the MDRRMO the staff will hand the certificate to the client and forward copy to the office of the MPDC</li> </ul>	None	1 MIN	MDRRMO STAFF
<b>END OF TRANSACTION</b>				

**II. TRAINING REQUEST**

**SERVICE INFORMATION:** This service is given to the different barangays, private and public agency and the different schools of Calabanga to provide training relative to Disaster Risk Reduction and Management.

<b>Office or Division:</b>	<b>MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>			
<b>Classification:</b>	<b>SIMPLE</b>			
<b>Type of Transaction:</b>	<b>TRAINING REQUEST</b>			
<b>Who may avail:</b>	BARANGAYS, PRIVATE AND PUBLIC AGENCY AND SCHOOLS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li><b>LETTER REQUEST</b></li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit a letter request address to Local Chief Executive attention: Municipal Disaster Risk Reduction and Management Office (MDRRMO)	Receipt of letter request and classification of training being requested	None	5 MINUTES	MDRRMO AND STAFF
	Have the client signed the MDRRMO logbook	None	1 MIN	MDRRMO STAFF
	Review of the training design (in case provided for), and coordination with concerned division or government agency	None	1 DAY	MDRRMO AND STAFF
	Coordinate and endorse to division or government agency concerned	None	1 DAY	MDRRMO AND STAFF
	Prepares training materials needed	None	1 DAY	MDRRMO AND STAFF
	Inform the requesting entity of the status of their request through email and text	None	1 MIN	MDRRMO AND STAFF
	Conduct the requested training	None		MDRRMO AND STAFF
<b>END OF TRANSACTION</b>				

### III. REQUEST FOR RESOURCE SPEAKER/TRAINORS

**SERVICE INFORMATION:** This service is rendered to the different barangays, private and public agency and the different schools of Calabanga to discuss matters relative to Disaster Risk Reduction and Management Programs and impart the knowledge of the Community Facilitators with the program of the LGU.

<b>Office or Division:</b>	MUNCIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	REQUEST FOR RESOURCE SPEAKER/TRAINORS			
<b>Who may avail:</b>	BARANGAYS, PRIVATE AND PUBLIC AGENCY AND SCHOOLS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>LETTER REQUEST</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit A Letter Request address To the MDRRMO	Receipt of letter request and coordinate with concerned community facilitators	None	5 MINUTES	MDRRMO AND STAFF
	Have the client signed the MDRRMO logbook	None	1 MIN	MDRRMO STAFF
	Inform the requesting entity of the status of their request through email and text	None	1 MIN	MDRRMO STAFF
	Appear on the day of the training and facilitate the lectures			
<b>END OF TRANSACTION</b>				

#### IV. REQUEST FOR INFORMATION AND EDUCATION MATERIALS

**SERVICE INFORMATION:** This service is given free to the different barangays, and the different schools of Calabanga. The printed materials discuss matters relative Disaster Risk Reduction and Management Programs of the LGU.

<b>Office or Division:</b>	MUNCIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	REQUEST FOR INFORMATION AND EDUCATION MATERIALS			
<b>Who may avail:</b>	BARANGAYS AND SCHOOLS AND GENERAL PUBLIC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li><b>LETTER REQUEST</b></li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit a Letter Request Address To the MDRRMO	Receipt of letter request and identification/classification of IEC materials being requested	None	5 MINUTES	MDRRMO AND STAFF
	Have the client signed the MDRRMO logbook	None	1 MIN	MDRRMO STAFF
	Prepare and print the IEC materials needed	None	30 MINUTES to 1 HOUR	MDRRMO STAFF
	Hand the IEC Materials to Client	None	1 MIN	MDRRMO STAFF
<b>END OF TRANSACTION</b>				

**v. REQUEST FOR MULTI-HAZARD MAPS**

**SERVICE INFORMATION:** This service is given free to the different barangays, and the different schools of Calabanga and for those individuals who wished to get the copy of the Multi- hazard Maps of the LGU.

<b>Office or Division:</b>	MUNCIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	REQUEST FOR MULTI-HAZARD MAPS			
<b>Who may avail:</b>	BARANGAYS AND SCHOOLS AND GENERAL PUBLIC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li><b>LETTER REQUEST</b></li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit a Letter Request Address To The MDRRMO	Receipt of letter request and identification/classification of hazard maps being requested	None	5 MINUTES	MDRRMO STAFF
	Have the client signed the MDRRMO logbook	None	1 MIN	MDRRMO STAFF
	Prepare and print the hazard maps	None	5 MINUTES	MDRRMO STAFF
	Hand the hazard maps to the client	None	1 MIN	MDRRMO STAFF
<b>END OF TRANSACTION</b>				

## VI. REQUEST FOR EQUIPMENT ASSISTANCE

**SERVICE INFORMATION:** This service is given free to the different barangays, and the different schools of Calabanga and for those individuals who needed assistance of Equipment such as ambulance and service vehicles and the likes from the LGU.

<b>Office or Division:</b>	MUNCIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	REQUEST FOR EQUIPMENT ASSISTANCE			
<b>Who may avail:</b>	BARANGAYS AND SCHOOLS AND GENERAL PUBLIC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>LETTER REQUEST</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit a Letter Request Address To The LCE or MDRRMO	Receipt of letter request and forward the same to the mayor's office for approval	None	5 MINUTES	MDRRMO STAFF
	Have the client signed the MDRRMO logbook	None	1 MIN	MDRRMO STAFF
	determination of the availability/status of the equipment being requested	None	2 MINUTES	MDRRMO STAFF
	Scheduling of the equipment being requested	None	2 MINUTES	MDRRMO STAFF
	Assignment /designation of manpower(driver and operator)	None	2 MINUTES	MDRRMO STAFF
	Inform the requesting entity of the status of their request	None	2 MINUTES	MDRRMO STAFF
<b>END OF TRANSACTION</b>				



**VII. REQUEST FOR TIMELY EARLY WARNING TO ALL HAZARD ADVISORY SERVICE**

**SERVICE INFORMATION:** This service is given free to the different barangays, and the different schools of Calabanga and for those individuals who wished to get a copy of the Hazard Advisory issued by the Lead Government Agency .

<b>Office or Division:</b>	MUNCIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	REQUEST FOR TIMELY EARLY WARNING TO ALL HAZARD ADVISORY SERVICE			
<b>Who may avail:</b>	BARANGAYS AND SCHOOLS AND GENERAL PUBLIC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>LETTER REQUEST</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit a Letter Request Address To the Local Chief Executive attention: Municipal Disaster Risk Reduction and Management Office (MDRRMO)	Submission of verbal/written request regarding inclusion to advisory services	None	2 MINUTES	MDRRMO STAFF
	Enrolment of names, contact numbers to the email account	None	5 MINUTES	MDRRMO STAFF
	Printing and posting of early warning system to the bulletin board of the LGU and facebook account of the MDRRMO and send emails to client	None	5 MINUTES	MDRRMO STAFF
<b>END OF TRANSACTION</b>				

### VIII. REQUEST FOR PROVISION OF RELIEF GOODS TO THE AFFECTED BARANGAYS

**SERVICE INFORMATION:** This service is given free to the different barangays and for those individuals who was devastated by disasters and need immediate assistance from the LGU.

<b>Office or Division:</b>	MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	REQUEST FOR PROVISION OF RELIEF GOODS TO THE AFFECTED BARANGAYS AND INDIVIDUALS			
<b>Who may avail:</b>	BARANGAYS AND SCHOOLS AND GENERAL PUBLIC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>LETTER REQUEST</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit a letter request address to the Local Chief Executive attention: Municipal Disaster Risk Reduction and Management Office (MDRRMO)	Received the request letter and inform the supply management to prepare the number of relief goods to be dispatched	None	5 MINUTES	MDRRMC VOLUNTEERS AND STAFF
	Prepare relief goods	None	2 TO 3 HOURS	MDRRMC VOLUNTEERS AND STAFF
	Deliver the relief goods to different MDRRMC evacuation centers	None	30 Minutes	MDRRMC VOLUNTEERS AND STAFF
	Have the Punong Barangay received the relief goods and sign the received logbook	None	1 min	MDRRMC VOLUNTEERS AND STAFF
<b>END OF TRANSACTION</b>				

**IX. REQUEST FOR ISSUANCE OF CERTIFICATION AND REVIEW OF BARANGAY PLANS (BARANGAY DISASTER RISK REDUCTION MANAGEMENT PLAN AND CONTINGENCY PLANS.**

**SERVICE INFORMATION:** This service is given free to the different barangays in order to review their plans and recommends suggestions for implementation in their area.

<b>Office or Division:</b>	MUNCIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	<b>ISSUANCE OF CERTIFICATION AND REVIEW OF BARANGAY PLANS (BARANGAY DISASTER RISK REDUCTION MANAGEMENT PLAN AND CONTINGENCY PLANS.</b>
<b>Who may avail:</b>	BARANGAYS SECRETARY AND PUNONG BARANGAYS

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
----------------------------------	------------------------

<b>BARANGAY PLANS</b>	
-----------------------	--

--	--	--	--

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the barangay plans (Barangay Disaster Risk Reduction Management Plan, BDRRM plans and Contingency Plans.	Have the barangay secretary signed in the log book of the MDRRMO	None	1 MIN	MDRRMO STAFF
	Provide comprehensive review of the plans	None	2 HOURS	MDRRMO
	Issuance of endorsement for Barangay Disaster Risk Reduction Management Investment Plan to the Sangguniang Bayan.	None	5 MIN	MDRRMO STAFF
	Inform the requesting entity of the status of their request through email and text	None	5 MIN	MDRRMO STAFF

<b>END OF TRANSACTION</b>
---------------------------

**x. REQUEST EMERGENCY RESPONSE (24/7).**

**SERVICE INFORMATION:** This service is given free to the general public whether they are residents of Calabanga or motorist and commuters to ensure their safety and provide immediate response in case of emergency.

<b>Office or Division:</b>	MUNCIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	REQUEST FOR EMERGENCY RESPONSE (24/7)			
<b>Who may avail:</b>	THE GENERAL PUBLIC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Call for Emergency Hotline or Proceed to the Emergency Response Office	Receipt and verification of emergency call, name of informant/caller, contact number and few details of regarding the emergency/incident	None	1 MIN	MDRRMC RESPONDER ON DUTY
	Forwarding of report to Responders On Duty and Ambulance Driver	None	1 MIN	MDRRMC RESPONDER ON DUTY
	Prepare for Dispatched	None	1 MIN	MDRRMC RESPONDER ON DUTY
	Deployment and Response Proper	None	1 MIN	MDRRMC RESPONDER ON DUTY
<b>END OF TRANSACTION</b>				

## XI. CALL FOR MDRRMC MEETINGS

### SERVICE INFORMATION:

This service is being called for by the Municipal Mayor to the members of the MDRRMC if there is a threat on wheatear condition or there is a need for approval to a particular events or projects that will involve the active participation of the MDRRMC.

<b>Office or Division:</b>	MUNCIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	CALL FOR MDRRMC MEETINGS			
<b>Who may avail:</b>	CALABANGA MDRRMC MEMBERS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Municipal Disaster Risk Reduction and Management Council (MDRRMC) MEMBERS</b>	The mayor will create a memorandum or invitation letter to the MDRRMC members and signed	None	30 MINUTES	MDRRMO STAFF
	The MDRRMO personnel will deliver the letter of invitation to the MDRRMC members or send it to email and group chat of the MDRRMC	None	30 MINUTES	MDRRMO STAFF
	The members of the MDRRMC will sign the received copy of letter of invitation or replay received at emails or text	None	1 MIN	MDRRMC MEMBERS
	The Mayor will preside the MDRRMC meeting upon declaration of quorum.	None		
<b>END OF TRANSACTION</b>				

**XII. CALL FOR WRITESHOP OR TRAININGS OF THE MDRRMC MEMBERS**

**SERVICE INFORMATION:** This service is being called for by the Municipal Mayor to the members of the MDRRMC if there is a need for revision of the Plans particularly the Contingency Plan, MDRRM Plan, LDRRM Fund and other plans that matters to Disaster Risk Reduction and Management and beneficial in achieving resilient community.

<b>Office or Division:</b>	<b>MUNCIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>			
<b>Classification:</b>	<b>SIMPLE</b>			
<b>Type of Transaction:</b>	<b>CALL FOR WRITESHOP OR TRAININGS OF THE MDRRMC MEMBERS</b>			
<b>Who may avail:</b>	<b>CALABANGA MDRRMC MEMBERS</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Municipal Disaster Risk Reduction and Management Council (MDRRMC) MEMBERS</b>	The mayor will create a memorandum or invitation letter to the MDRRMC members and signed	None	30 MINUTES	MDRRMO STAFF
	The MDRRMO personnel will deliver the letter of invitation to the MDRRMC members or send it to email and group chat of the MDRRMC	None	30 MINUTES	MDRRMO STAFF
	The members of the MDRRMC will sign the received copy of letter of invitation or replay received at emails or text	None	1 MIN	MDRRMC MEMBERS
	The MDRRMC will conduct the writeshop and trainings	None		MDRRMC MEMBERS AND FACILITATORS
<b>END OF TRANSACTION</b>				

**XIII. CALL FOR ACTIVATION OF INCIDENCE COMMAND SYSTEM DURING EMERGENCY OR SPECIAL EVENTS**

**SERVICE INFORMATION:** This service is being called for by the Municipal Mayor to the members of the MDRRMC if there is a need to activate the Incidence Command System during Emergencies and Special Events that will take place in the Municipality of Calabanga, Camarines Sur. This is to ensure that the Incident Management Team will be formed and will do their job.

<b>Office or Division:</b>		<b>MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>		
<b>Classification:</b>		<b>SIMPLE</b>		
<b>Type of Transaction:</b>		<b>ACTIVATION OF INCIDENCE COMMAND SYSTEM DURING EMERGENCY OR SPECIAL EVENTS</b>		
<b>Who may avail:</b>		<b>CALABANGA MDRRMC MEMBERS</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Municipal Disaster Risk Reduction and Management Council (MDRRMC) MEMBERS</b>	The mayor will create a memorandum or invitation letter to the MDRRMC members for the activation of the ICS	None	30 MINUTES	MDRRMO STAFF
	The MDRRMO personnel will deliver the letter of invitation to the MDRRMC members or send it to email and group chat of the MDRRMC	None	30 MINUTES	MDRRMO STAFF
	The members of the MDRRMC will sign the received copy of letter of invitation or replay received at emails or text	None	1 MIN	MDRRMC MEMBERS
	The MDRRMC will hold the meetings for the activation of the ICS	None	2 HOURS	MDRRMC MEMBERS
	The Incident Management Team will be formed and Activated. Supplies and all necessities provided.	None	1 DAY	MDRRMC MEMBERS
	The MDRRMC Members and Incident Management Team will be on duty at the Command Post	None		MDRRMC MEMBERS
<b>END OF TRANSACTION</b>				