



## 1. Disaster Preparedness Orientation/Training

The Office of the Local Disaster and Risk Reduction Management provides disaster preparedness orientation and trainings to establish and strengthen capacities of communities to anticipate, cope and recover from the negative impacts of emergency occurrences and disasters.

Office or Division:	Office of the Local Disaster and Risk Reduction Management Officer			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
Who may avail:	All Residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of request (1 original copy)		Client		
<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 of request to the Office of the Mayor for approval	1. Receive and assess the request	None	10 Minutes	Local Disaster & Risk Reduction Management Officer III Local Disaster & Risk Reduction Management Assistant Office of the Local Disaster & Risk Reduction Management Officer
	1.1 Prepare Training Design/Programs	None	30 Minutes	Local Disaster & Risk Reduction Management Officer III
	1.2 Conduct of Orientation/Training	None	3 Days	Local Disaster & Risk Reduction Management Assistant Office of the Local Disaster & Risk Reduction Management Officer
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days and 40 Minutes</b>	