



Republic of the Philippines
Municipality of Pitogo
Province of Quezon



MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE

PERFORMANCE PLEDGES

WE ARE COMMITTED TO PROVIDE THE HIGHEST POSSIBLE QUALITY SERVICE AND PLEDGE TO ACHIEVE THE FOLLOWING:

FRONTLINE SERVICES	RESPONSE TIME PER TRANSACTION	PERSON RESPONSIBLE
Research & Planning Availing Disaster Profile/Assistance to Barangay	5-10 minutes	MA. THERESA T. IBARRA MDRRMO AILEEN JOY A. ORLINA
Accessing Training/ Information Education	5-10 minutes (no. of days given by the course)	MA. THERESA T. IBARRA MDRRMO AILEEN JOY A. ORLINA
Operation and Warning Services	5-10 minutes	LARRY H. LORESTO Operation & Warning Officer CESAR L. HOLANDA, JR. Driver/Emergency Responder
Accessing Emergency Response Services	5-10 minutes	LARRY LORESTO Operation & Warning Officer CESAR L. HOLANDA, JR. Driver/Emergency Responder



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MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE PITOGO, QUEZON

RESEARCH AND PLANNING

AVAILING DISASTER PROFILE /ASSISTANCE TO BARANGAY

ABOUT THE SERVICE

- The Municipal Disaster Risk Reduction Management Office serves as the secretariat of MDRRMC, develop and ensure the implementation of national standards in carrying out disaster risk reduction programs including preparedness, mitigation, prevention, response and rehabilitation works from data analysis, planning , implementation, monitoring and evaluation. Facilitates and support risks assessment and contingency planning activities at the municipal level. Consolidate barangay disaster information which include natural hazards, vulnerabilities, climate change risks and local risks.

REQUIREMENTS:

The Annual Barangay Disaster Risk Reduction Management Fund , 5% BDRRM Utilization fund, Contingency & BDRRM plan must be submitted for further evaluation & assessment.

HOW TO AVAIL THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1.Assessment of 5% BDRRMF	5-10 mins.	MA. THERESA T. IBARRA MDRRMO

<ul style="list-style-type: none"> • Utilization of 5% BDRRMF from previous years. • Assessment of BDRRM plan • 		AILEEN JOY A. ORLINA
2.Submission of Barangay Disaster Profile <ul style="list-style-type: none"> • Evaluate the Brgy. Disaster profile submitted • Follow up for those barangays did not yet submitted(notification letter will receive) • 	5-10 mins.	MA. THERESA T. IBARRA MDRRMO AILEEN JOY A. ORLINA
3.Avaling a Photocopy of submitted documents <ul style="list-style-type: none"> • The receiving copy must have a signature of the MDRRMO staff as proven that file copy has already been accepted. 	2-3 mins.	PAUL JERICK S.REYES AILEEN JOY A. ORLINA

ACCESSING TRAINING/INFORMATION EDUCATION

ABOUT THE SERVICE

- **The Municipal Disaster Risk Reduction Management Office conducts trainings and lectures to government employees, barangays and communities. It provides information, education campaign (IEC) materials concerning to disasters, vulnerabilities & hazards, and facilitates drills on earthquake , water search and rescue , fire in both public and private schools.**

REQUIREMENTS:

Request letters from the coordinating schools/offices or Barangays signed by the requesting head or officials, or persons authority of the respective facilities and barangays.

HOW TO AVAIL THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. QUERY <ul style="list-style-type: none">Inquire the schedule& details of training appropriate for the requesting party	2-3 minutes	AILEEN JOY A. ORLINA
2.Submission of requesting letter <ul style="list-style-type: none">Submit the request letter addressed to Municipal Mayor thru Municipal Disaster Risk Reduction & Management Officer.	2-5 minutes	MA. THERESA T. IBARRA MDRRMO
3.Schedule of the training <ul style="list-style-type: none">The training will be scheduled on the date requested	2-3 minutes	AILEEN JOY A. ORLINA
4. Training Proper Training will be started and conducted on time by the number of days given of the course		

ACCESSING EMERGENCY RESPONSE SERVICES

ABOUT THE SERVICE

- The Municipal Disaster Risk Reduction Management Office organized an emergency response team which is responsible for any calls or event that would need to save lives of the people and property subject on the capacity of the responders and the availability of the equipment to be used in the operation . It also ensure the safety of the rescuer before saving the lives of the victim or going to the scenarios of the event. (Pitogo Emergency Responders will not be held liable for any incident that may happen to the patient along the way)

HOW TO AVAIL THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1.Call It can be a telephone call,using two way radio, cellphone or any other means of communication to ask for any assistance. <ul style="list-style-type: none">• Please specify the full details: nature of event, severity, exact places, what available resources on the scene	3-5 mins	Staff/Responders on duty
2.Response The responders will prepare an equipment immediately hinge on the scenario or event .Incident command system is followed to establish order and coordination efforts among different responding groups.	3-5 mins.	Staff/Responders on duty

**OPERATIONS & WARNING SERVICES
TYPHOON OPERATION**

ABOUT THE SERVICE

- **Activation of Operation Center using the Incident Command System.**
- **The Municipal Disaster Risk Reduction Management Office is open 24 hours for monitoring, reporting and extending the assistance during preparatory and post disaster event.**
The emergency response team arrives at your location within maximum time.

HOW TO AVAIL THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1.Issuance of typhoon warning <ul style="list-style-type: none"> • It could be done through text or call from office of MDRRM to all Brgy. Captains & BDRRMO's. 	3-5 minutes	MA. THERESA T. IBARRA MDRRMO /Responder's on duty
2.Continuous Monitoring for updates <ul style="list-style-type: none"> • Receive calls or text from time to time when signal of typhoon is progressive 	3-5 minutes	
3.Pre-emptive activities <ul style="list-style-type: none"> • Pre-emptive evacuation is carry out when definite place is in the hazard area 	5-10 minutes	LARRY LORESTO Operation & Warning Officer
4. Reporting the number of evacuees		MDRRMO Staff

<ul style="list-style-type: none"> • The official report must be submitted by the barangay captains or barangay officials • Copy of report will be submitted to MDRRMO indicating the data of evacuees s 		
5. Damage & Needs Assessment	10-15 mins. After lifted of typhoon signal in Poblacion area 30-45 mins within farthest barangay	MA. THERESA T. IBARRA MDRRMO DANA Team

Prepared and Submitted by:

MA.THERESA T. IBARRA
MGDH1-LDRRMO

