



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL DISASTER
RISK REDUCTION AND
MANAGEMENT OFFICE
(MDRRMO)
ADMINISTRATIVE SERVICES**





6. REQUEST FOR INFORMATION AND EDUCATION MATERIALS

Disseminate information on hazard areas, what to do before, during and after a disaster, relevant information on natural hazard that will help the public in their preparedness plan.

Office or Division:		MDRRMO		
Classification:		SIMPLE		
Type of Transaction:		G2C-Government to Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Letter Request		From the requesting party		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 .Submit a letter request address to MDRRMO	Receipt letter request and identification/clarification of IEC materials being requested	None	1-3 minutes	MDRRMO Staff
2 Wait for the status of the request	<ul style="list-style-type: none">Coordinate concerned Division for the Preparation of IEC materials neededInform the requesting entity of the status of their request	none	1-30 minutes	MDRRMO