



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





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





7. REQUEST FOR MULTI HAZARD MAPS

Provides barangay/institutions with hazard maps that will be use in their disaster risk reduction and management plan preparation for their respective barangay/institutions.

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"><li>Coordinate concerned Division for the Preparation of IEC materials needed</li><li>Inform the requesting entity of the status of their request</li></ul>	none	1-30 minutes	MDRRMO