



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





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





1. CALAMITY RESPONSE

To putting people safe, prevent disaster and meeting the basic needs of the people until more permanent and sustainable solutions can be found.

Office or Division:	MDRRMO			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. .Calls for the nearest Barangay Officials in the Barangay for assistance or call MDRRM Office	Responds to a person’s call Interview and call MDRRMO  MDRRMO interview the caller for the details of the incident and so to identify who will be involved in the response team	None	1-3 minutes	Barangay Officials  MDRRMO Staff
2. Wait for responders	Deploy Responder to the area	None	3-5 minutes	MDRRMO, PNP, Task Force, Medical Team, BFP,
3.Keep calm. Participate and cooperate	Assess the situation for danger  Attend to the need of the affected individual/s  24/7 Operations	None	Case to case basis	MDRRMO, PNP, Task Force, Medical Team, BFP, (TCH)
4.				
TOTAL:		None	More or less 8 minutes	