



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





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





5. REQUEST FOR EQUIPMENT ASSISTANCE

Provide assistance to barangays/individuals in need to use the equipment for disaster mitigation purposes.

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 .Submit a letter request address to the LCE	Receipt letter request and forward the same to the Mayors Office for approval	None	2 -5 minutes	MDRRMO Staff
2 Wait for the status of the request	<ul style="list-style-type: none"><li>• Determinati on of the availability /status of the equipment being requested</li><li>• Scheduling of the equipment being requested</li><li>• Assignment / designation of Manpower (Driver and Operator)</li></ul>	none	1-30 minutes	MDRRMO/MEO