**Interview Guide Questions for Identifying Process, Forms, and Policies of PDRRMO in terms of Record Management, Assistance Request, Scheduling, and Report Generation.**

Record Management

1. Can you describe the process of record management for disaster response resources such as equipment and personnel data at the PDRRMO level?
2. What forms or templates are used to record and manage disaster response resources?
3. Are there any policies or guidelines in place regarding the documentation and maintenance of resource records?
4. How are these records updated and verified regularly?

Assistance Requests

1. How does the PDRRMO handle incoming assistance requests from MDRRMOs across the province?
2. Could you explain the forms or procedures used for receiving and processing assistance requests?
3. Are there any established response coordination policies or protocols for addressing these requests?
4. How does the PDRRMO ensure that assistance requests are responded to in a timely and efficient manner?
5. Are there any standard operating procedures (SOPs) related to assistance request management?

Scheduling

1. Can you describe the current process for creating and managing activity schedules at the PDRRMO level?
2. Are there any tools or software used for scheduling disaster management activities?

3. Is there a policy or guideline for sharing and coordinating schedules with MDRRMOs across the province?
4. How does the PDRRMO handle scheduling conflicts or changes in the schedule?

Report Generation

1. What is the process for generating reports on disaster incidents, response activities, and resource utilization at the provincial level?
2. Are there specific report templates or formats that are used?
3. How are the reports disseminated to relevant stakeholders, including MDRRMOs?
4. Are there any policies regarding the content of these reports?

**A Checklist Survey Questionnaire for the development of the project entitled "Resquire: Disaster Management Information System for PDRRMO."**

If ResQuire were to be developed, the following are the features I would like to see:

*(Check all that apply)*

1. Resource Management

   ☐ Ability to record and manage disaster response resources such as equipment and personnel data.

   ☐ Inventory feature to track available resources.

   ☐ Resource availability transparency to promote collaboration and resource sharing across municipalities.

2. Assistance Requests Handling

   ☐ Receive and manage incoming assistance requests from MDRRMOs across the province.

   ☐ Coordination and response to assistance requests from all municipalities.

3. Scheduling

   ☐ Can create and manage of activity schedules.

   ☐ PDRRMO can see the calendar of activities of all MDRRMOs across the province.

   ☐ Recommendation of alternative schedules in case of conflicts.

4. Communication

   ☐ Streamlined memo and document dissemination to all MDRRMOs across the province.

☐ Ability to share critical information, updates, protocols, guidelines, and other relevant materials with all MDRRMOs.

5. Reporting

   ☐ Generate reports on disaster incidents, response activities, resource utilization, and relevant information at the provincial level.

6. Other features to be added:

   (Please specify any additional features or functionalities you would like to see in the proposed system below.)