

# 1. EMERGENCY

Pangyayaring naganap na hindi kanais-nais at hindi inaasahan.

<b>Office:</b>		MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizens		
<b>Who may avail:</b>		Mga aksidente na nangyari na sakop ng Munisipalidad ng Guiguinto.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Wala		Wala		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tumawag sa alinman na mga sumusunod na Hotline Numbers: 0923-2814711, 0916-2239111, 794-1664 loc. 235	1. Puntahan ang lugar ng insidente	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office  <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.1. Suriin ang kalagayan ng lugar kasunod ang pasyente	Wala	1 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office  <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.2. Ibigay ang paunang lunas	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office  <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.3. Dalin ang pasyente sa ospital	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office  <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
<b>TOTAL</b>		Wala	31 minute/s	

## 2. PAGDALA NG PASYENTE PATUNGO SA OSPITAL

Pag-hatid ng pasyente mula sa bahay hanggang Ospital.

<b>Office:</b>	MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	Mga Residente ng Guiguinto			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Wala		Wala		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Pumunta sa Municipal Disaster Risk Reduction & Management Office at mag-sagot ng Municipal Ambulance Request Form.	1. Ibigay ang Municipal Ambulance Request Form.	Wala	1 minute/s	<i>Clerk</i> Municipal Disaster Risk Reduction & Management Office
	1.1 Tanggapin ang accomplished Form at tignan ang schedule kung available ang hiling na petsa ng kliyente.	Wala	1 minute/s	<i>Clerk</i> Municipal Disaster Risk Reduction & Management Office
	1.2 Aprubahan ang Request	Wala	1 minute/s	<i>Local Disaster Risk Reduction &amp; Management Officer IV</i> Municipal Disaster Risk Reduction & Management Office
	1.3. Sunduin ang pasyente sa nakatakdang oras at araw at dalin sa ospital	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
<b>TOTAL</b>		Wala	13 minute/s	

### 3. KALAMIDAD AT IBA PANG SAKUNA

Tulong para sa mga nasalanta ng Kalamidad at iba pang Sakuna

<b>Office:</b>		MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizens		
<b>Who may avail:</b>		Mga Kalamidad at iba pang Sakuna na nangyari na sakop ng Munisipalidad ng Guiguinto.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Wala		Wala		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tumawag sa alinman na mga sumusunod na Hotline Numbers: 0923-2814711, 0916-2239111, 794-1664 loc. 235	1. Puntahan ang lugar kung nasan nangangailangan ng tulong	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.2. Ilikas ang mga kinakailangan ialis sa apektadong lugar	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.3. Ibigay ang paunang lunas	Wala	5 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.4. Dalin ang pasyente sa ospital	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.5. Itawag sa mga tanggapan na maaaring magbigay serbisyo	Wala	1 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.6. Gawin ang report ukol sa kasalukuyang lagay ng apektadong lugar.	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
<b>TOTAL</b>		Wala	46 minute/s	

#### 4. PAGLALAGAY NG EMERGENCY/MEDIKAL TEAM PARA SA ISANG GAWAIN

Pag-request ng mga organisasyon ng Emergency/Medical Team para sa kanilang mga kaganapan.

<b>Office:</b>	MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	Mga Residente ng Guiguinto			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (1 original copy)		Kliyente		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Ibigay ang Request Letter na nakasaad ang detalye ng petsa, oras, lugar at inaasahang dami ng tao na dadalo.	1. Tanggapin ang sulat.	Wala	1 minute/s	<i>Clerk</i> Municipal Disaster Risk Reduction & Management Office
	1.1. Tignan ang availability ng nirerequest na petsa.	Wala	1 minute/s	<i>Clerk</i> Municipal Disaster Risk Reduction & Management Office
	1.2 Aprubahan ang Request.	Wala	1 minute/s	<i>Local Disaster Risk Reduction &amp; Management Officer IV</i> Municipal Disaster Risk Reduction & Management Office
	1.3. Puntahan ang lugar ng event.	Wala	Hanggang matapos ang Kaganapan	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office / <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
<b>TOTAL</b>		Wala	3 minute/s at hanggang matapos ang Kaganapan	

## 5. MUNICIPAL WIDE CCTV REVIEW

Pag-review sa mga pangyayaring nakunan ng CCTV

<b>Office:</b>	Municipal Disaster Risk Reduction & Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Government to Business, Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Identification Card (1 photocopy)				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Kumuha at sagutan ang CCTV Playback Request Form (FORM NO. MDR-010-Ø)	1. Ibigay ang request form	Wala	1 minute/s	<i>LDRRM Assistant</i> Municipal Disaster Risk Reduction & Management Office
	1.1 Suriin at papirmahan and request form.	Wala	2 minute/s	<i>LDRRM Assistant</i> Municipal Disaster Risk Reduction & Management Office at <i>LDRRM Officer IV</i> Municipal Disaster Risk Reduction & Management Office
	1.2. Ipasa ang request form sa Sugod Guiguinto Command Center para i-download ang footage.	Wala	30 minute/s	<i>LDRRM Assistant</i> Municipal Disaster Risk Reduction & Management Office
	1.3. Ibigay sa SGCC officer-in-charge.	Wala	2 minute/s	<i>Sugod Command Center Operator</i> Municipal Disaster Risk Reduction & Management Office
2. Tignan ang panyayari sa CCTV footage.	2. Ipakita ang pangyayari sa CCTV.	Wala	30 minute/s	<i>LDRRM Assistant</i> Municipal Disaster Risk Reduction & Management Office
<b>TOTAL</b>		Wala	65 minute/s	

Prepared by:

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LDRRMO IV

Approved by:

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