

# 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (1 photocopy)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha at sagutan ang CCTV Playback Request Form (FORM NO. MDR-010-Ø)	1. Ibigay ang request form.	Wala	1 minute/s	<i>Clerk</i> Municipal Disaster Risk Reduction & Management Office
	1.1 Suriin at papirmahan and request form.	Wala	2 minute/s	<i>Clerk</i> Municipal Disaster Risk Reduction & Management Office at <i>MDRRMO</i> Municipal Disaster Risk Reduction & Management Office
	1.2. Ipasa ang request form sa Sugod Guiguinto Command Center para i-review at i-download ang footage.	Wala	60 minute/s	<i>Clerk</i> Municipal Disaster Risk Reduction & Management Office
	1.3. Bigyan ng kopya ang nag request gamit ang USB, Email o Messenger.	Wala	2 minute/s	<i>Sugod Command Center Operator</i> Municipal Disaster Risk Reduction & Management Office
<b>TOTAL</b>		Wala	65 minute/s	

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