



MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE

External Services



36. Issuance of MDRRM Certificate

This is issued to individuals or businesses affected of a disaster or calamity to be used for whatever claims or other purposes it may serve.

Office or Division:		Municipal Disaster Risk Reduction & Management Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Disaster affected individuals and business establishments		
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Certification issued by the barangay attesting that they are affected by a calamity or disaster (original copy)		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to the DRR office	1.1 Verification of requirements.	None	30 seconds	Charity A. Sobremisana
	1.2 Issuance of payment order and direct client to OMT for payment.	None	1 minutes	Fredenil H. Cape
2. Client pays to the OMT and returns the OR to the DRR staff to claim certificate.	2.1 Receipt of payment and issuance of OR.	P 100.00	1 minutes	Office of the Municipal Treasurer
	2.2 Preparation of certificate.	None	1 minutes	Fredenil H. Cape
	2.3 Signing of certificate by the DRR Head.	None	1 minutes	Florencio F. Farinas, Jr.
	2.4 Issuance of certificate to the client.	None	30 seconds	Fredenil H. Cape
TOTAL:		100.00	5 minutes	