



MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

External Services



1. Aid to Disaster Affected Families

Provision of assistance (financial or materials for repair of damaged houses) to disaster affected families (typhoon, landslide, earthquake, fire, volcanic eruption, etc.)

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government & G2C – Government to Citizen			
Who may avail:	Disaster Affected Families of Alaminos Laguna			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photos of damage or affected house		Municipal Disaster Risk Reduction and Management Office		
2. Social Case Study Report from Municipal Social Welfare and Development Office (MSWDO)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MSWDO for interview and submit all the requirements.	Interview, Assessment and Preparation of Case Study Report	No Fees	30 minutes	MSWD
				NORRIDI A. CARREON
2. Forward the Social Case Study Report and attached pictures to MDRRMO	Checking of the requirement documents and interview. Social Case Study Report must be duly signed	No Fees	2 minutes	MDRRMO-Designate
				MARISSA AGUILAR
3. Wait for the release of the cheques	3. Processing of Obligation Request, disbursement Voucher and Release of cheques	No Fees	30 minutes	Municipal Budget Office Staff Municipal Accounting Office Staff Municipal Treasury Office Staff
TOTAL:			62 minutes	