



## 1. EMERGENCY

Pangyayaring naganap na hindi kanais-nais at hindi inaasahan.

<b>Office or Division:</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 sumusunod na Hotline Number: 0968-854-7593	1. Puntahan ang lugar ng insidente	Wala	10 minuto	<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	5 minuto	<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 minuto	<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	1 oras	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office  <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
<b>TOTAL</b>		Wala	1 oras at 25 na minuto	





## 2. PAGDALA NG PASYENTE PATUNGO SA OSPITAL

Pag-hatid ng pasyente mula sa bahay hanggang Ospital.

<b>Office or Division:</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		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tumawag sa mga sumusunod na Hotline Number: 0968-854-7593 794-1823 loc. 401/402	1. I-schedule sa available na ambulansya ng barangay o MDRRMO Guiguinto.	Wala	5 minuto	<i>SGCC Operator</i> Municipal Disaster Risk Reduction & Management Office
	1.1. Sunduin ang pasyente sa nakatakdang oras at araw at dalin sa ospital	Wala	10 minuto	<i>Rescuer / Driver</i> Municipal Disaster Risk Reduction & Management Office  <i>Rescuer/ Driver</i> Barangay Disaster Risk Reduction & Management Committee
<b>TOTAL</b>		<b>Wala</b>	<b>15 minuto</b>	





### 3. 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 or Division:</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	2 minuto	<i>Clerk</i> Municipal Disaster Risk Reduction & Management Office
	1.1. Aprubahan ang Request.	Wala	5 minuto	<i>Municipal Government Department Head I</i> Municipal Disaster Risk Reduction & Management Office
	1.2. i-schedule ang rescue team na dadalo sa lugar ng event.	Wala	3 minuto	<i>Clerk</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>		<b>Wala</b>	<b>10 minuto at hanggang matapos ang Kaganapan</b>	





#### 4. MUNICIPAL WIDE CCTV REVIEW

##### Pag-review sa mga pangyayaring nakunan ng CCTV

<b>Office or Division:</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)		Kliyente		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sagutan ang Guiguinto Municipal Wide CCTV Playback Request Form (FORM NO. MDR-010-2)	1. Ibigay ang request form.	Wala	2 minuto	<i>Clerk</i> Municipal Disaster Risk Reduction & Management Office
	1.1 Suriin at papirmahan and request form.	Wala	5 minuto	<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	1 oras	<i>Clerk</i> Municipal Disaster Risk Reduction & Management Office
2. Tanggapin ang kopya ng CCTV review	1.3. Bigyan ng kopya ang kliyente gamit ang USB, Email o Messenger.	Wala	2 minuto	<i>Sugod Command Center Operator</i> Municipal Disaster Risk Reduction & Management Office
<b>TOTAL</b>		<b>Wala</b>	<b>1 oras at 9 na minuto</b>	

Prepared by:

**JAMES CHRISTIAN V. DELA CRUZ**  
LDRRM Officer I

Noted by:

**PETER JOHN T. VISTAN**  
MDRRMO

Approved by:

**ATTY. AGATHA PAULA A. CRUZ**  
Municipal Mayor

