



1. Provision of Resources Services (Technical Assistance)				
This procedure covers the incoming requests specifically for personnel, tools, equipments, and accessories from the external clients and for appropriate actions.				
Office or Division:	Office of the Provincial Disaster Risk Reduction and Management Officer/ Administration and Training Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government / G2C - Government to Citizen / G2B - Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. If equipments / tools / accessories / vehicle 1. Request letter (1 original copy or 1 electronic copy) 2. Identification card of assigned personnel to receive the borrowed equipments / tools / accessories / vehicle B. If manpower 1. Request letter (1 original copy or 1 electronic copy) 2. Invitation letter to the participants and other guests (as needed) 3. Attendance / Program / Venue / Accommodation / Transportation and other logistical / tech. needs (as needed) 4. Certificate to the resource personnel (esp. if training)		1. Local Chief Executive / Head of Requesting Dept. / Agency 2. PDRRMO 1. Local Chief Executive / Head of Requesting Dept. / Agency 2. Head of Requesting Dept. / Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. If equipments / tools / accessories / vehicle				
1. Submits request letter address to the Governor thru the PDRRMO Head	1.1 Receives and encode to the spreadsheet for incoming document	None	10 minutes	<i>LDRRM Asst. Admin. & Training Division</i>
	1.2 Approves and assign the incoming request	None	15 minutes	<i>Department Head PDRRM Office</i>
	1.3 Receives the incoming request through google spreadsheet by the Division Head	None	15 minutes	<i>LDRRM Officer Admin. & Training Division / Operations and Warning Division</i>
	1.4 Communicate with the requesting agency / office / department / client	None	30 minutes	<i>LDRRM Officer / LDRRM Asst. Admin. & Training Division / Operations and Warning Division</i>
2. Assigns personnel to pick up and received the orientation for proper use of equipments / tools / accessories / vehicle being borrowed.	2. Prepare and conduct orientation for the requested equipments / tools/ accessories / vehicle	None	1 hour	<i>LDRRM Asst. / LDRRM Officer Admin. & Training Division / Operations and Warning Division</i>



3. Presents ID, receives requested equipments / tools / accessories / vehicle and sign the borrower's logbook	3.1 Facilitate the logbook documentation and photocopy the ID presented	None	10 minutes	<i>LDRRM Asst. Admin. & Training Division</i>
	3.2 Communicate and follow up with the concerned agency / office / department / client for the return of the requested equipment's/ tools / accessories / vehicle	None	10 minutes	<i>LDRRM Asst. Admin. & Training Division / Operations and Warning Division</i>
4. Returns the borrowed equipments / tools / accessories / vehicle and sign the returned log.	Check the condition of equipments / tools / accessories / vehicle and have the client signed the returned logbook	None	1 hour	<i>LDRRM Asst. Admin. & Training Division</i>
B. If manpower;				
1. Submits request letter address to the Governor thru the PDRRMO Head	1.1 Receives and encode to the spreadsheet for incoming document	None	10 minutes	<i>LDRRM Asst. Admin. & Training Division</i>
	1.2 Approves and assigns the incoming request	None	15 minutes	<i>Department Head PDRRM Office</i>
	1.3 Receives the incoming request through google spreadsheet by the Division Head	None	15 minutes	<i>LDRRM Officer Admin. & Training Division / Operations and Warning Division / Research and Planning Division</i>
	1.4 Communicates with the requesting agency / office / department / client and set the schedule for coordination meeting (as needed)	None	10 minutes	<i>LDRRM Asst. / LDRRM Officer Admin. & Training Division / Operations and Warning Division / Research and Planning Division</i>
	1.5 Prepares / reviews / signs for the admin. Documents needed for the coordination meeting (eg. Travel Order / Dispatch form) and other technical / logistical needs for the meeting (as needed)	None	2 hours	<i>LDRRM Asst. / LDRRM Officer / Driver / Dept. Head Admin. & Training Division / Operations and Warning Division / Research and Planning Division / PDRRM Office</i>



2. Organizes the coordination meeting. Provides attendance, venue and other logistical needs for the meeting (as needed)	2.1 Facilitates the coordination meeting . Prepare / review / sign for the minutes of the meeting. Have signed the attendance and feedback form by the client . (as needed)	None	2 hours	LDRRM Asst. / LDRRM Officer / Driver / Dept. Head Admin. & Training Division / Operations and Warning Division / Research and Planning Division / PDRRM Office
	2.2 Prepares / review / sign and submit for the Travel Order or dispatch form	None	30 minutes	LDRRM Asst. / LDRRM Officer / Dept. Head Admin. & Training Division / Operations and Warning Division / Research and Planning Division / PDRRM Office
3. Organizes the activity.	3. Attends / Facilitates the subject matter requested	None	1 day	LDRRM Asst. / LDRRM Officer / Driver Admin. & Training Division / Operations and Warning Division / Research and Planning Division
4. Provides certificate of appearance and certificate to the resource person	4.1 Prepares / reviews / signs the Report (After Activity Report, etc.)	None	3 hours	LDRRM Asst. / LDRRM Officer / Driver / Dept. Head Admin. & Training Division / Operations and Warning Division / Research and Planning Division / PDRRM Office
	4.2 Files / database the documents.	None	1 hour	LDRRM Asst. Admin. & Training Division
TOTAL:		None	2 days, 3 hours, 40 minutes	