



Republic of the Philippines  
Province of Sorsogon  
*Municipality of Barcelona*



**MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

Email Address: [mdrrmobarcelona2017@gmail.com](mailto:mdrrmobarcelona2017@gmail.com)

SERVICES	REQUIREMENTS NEEDED	PROCEDURE	DURATION	RESPONSIBLE PERSON	FEES	CLIENT/S
Emergency Response *Accident *Victims of calamity/disaster	None	Call/Text 0950-6740-375	5mins	Barcelona Emergency Response Team	None	For all
Conduct Seminar on Preparedness regarding Disaster/Calamity *Typhoon *Earthquake *Flood *Landslide *Tsunami *Storm Surge *Volcanic Eruption *Fire	Request Letter	*Send the Request Letter to the Mayor's Office  *Send a copy of request Letter to the Office of MDRRM	1-2 days for confirmation  1-day preparation for Seminar	Mayor's Office  Local DRRM Officer	None	For all
Conduct Training/Drills *Basic Emergency Response and First Aid *Typhoon Drill *Earthquake Drill	Request Letter	*Send the Request Letter to the Mayor's Office  *Send a copy of request Letter to the Office of MDRRM	1-2 days for confirmation  1-day preparation for Training/Drills	Mayor's Office  Local DRRM Officer	None	For all
Request for educational IEC Materials regarding to Disaster/Calamity	None	*Visit to the Office of MDRRM	5 to 10 mins	Local DRRM Officer	None	For all
Assistance for Research	Request Letter	*Send the Request Letter to the Office of MDRRM	1-2 days	Local DRRM Officer	None	For all

Prepared by:

**RONEL E. FIGUEROA**  
OIC-MDRRMO

Approved:

**Atty. CYNTHIA G. FALCOTELO-FORTES**  
Municipal Mayor