

# REQUEST OF VEHICLE ASSISTANCE

<b>Office or Division:</b>	Mayor's Office - Municipal Disaster Risk Reduction and Management Office				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2C - Government to Client				
<b>Who may avail:</b>	All residents of Burgos and non-residents needing emergency services within the area of responsibility of Burgos.				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
None			None		
NO.	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	1. Call the MDRRMO Hotline 0981-0135036 (Smart)	1.1 Receive the call  1.2 Inquire the name of informant/caller, address and other details	None	2 Minutes	<i>LDRRMO II Admin Aide IV MDRRM Office</i>
	None	1.3 Coordinate to the concerned department/section	None	5 Minutes	<i>LDRRMO II Admin Aide IV Operations and Warning Staff MDRRM Office</i>
	None	1.4 Determine the availability of the vehicle being requested	None	5 Minutes	
2.	2. Receive feedback of the status of	1. Inform the requesting entity of the status of	None	5 Minutes	<i>LDRRMO II Admin Aide IV Operations and</i>

	the request	their request			<i>Warning Staff MDRRM Office</i>
<b>TOTAL</b>			None	17 Minutes	