

**REQUEST FOR INSPECTION AND VALIDATION OF DAMAGED INFRASTRUCTURE/
AGRICULTURAL INFRASTRUCTURE DUE TO THE OCCURENCE OF CALAMITY**

ABOUT THE SERVICE:

Constituents may request for the inspection and validation of damaged infrastructure, due to calamity, that needs rehabilitation.

Request should be submitted during or immediately after the occurrence of calamity.

WHO MAY AVAIL OF THE SERVICE:

Concerned/Affected citizens

WHAT ARE THE REQUIREMENTS:

- ❖ Letter request addressed to the City Mayor or to the City Disaster Risk Reduction and Management Officer.
- ❖ Verbal or written reports from Barangay officials, calamity victim/s or any concerned/affected citizens.

FEES/CHARGES:

- ❖ None

SCHEDULE OF AVAILABILITY OF SERVICE:

- ❖ 24 hours during calamity
- ❖ Mondays to Sundays
- ❖ 8:00 A.M. to 5:00 P.M.

HOW TO AVAIL OF THE SERVICE:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE/RESPONSIBLE	FEES/CHARGES	FORMS
1	Reports/request inspection and validation from calamity victim/ submits approved letter request	Receives and records the request in the logbook	5 minutes	ARVIN FRANCIS N. LUMANG CHARLES ALLEN T. ROSARIO	NONE	NONE

		Coordinates and schedules inspection and validation with the concerned CDRRMC members	20 minutes	ARVIN FRANCIS N. LUMANG CHARLES ALLEN T. ROSARIO	NONE	NONE
		Informs the requestee of the schedule	1 minute	ARVIN FRANCIS N. LUMANG CHARLES ALLEN T. ROSARIO	NONE	NONE
		Goes to the damaged infrastructure site for inspection and validation	Within 30 minutes or depends upon the location and extent of the damage	ARVIN FRANCIS N. LUMANG CHARLES ALLEN T. ROSARIO	NONE	NONE
2	Receives the result of the inspection and validation	Informs the requestee the result of inspection and validation	5 minutes	ARVIN FRANCIS N. LUMANG CHARLES ALLEN T. ROSARIO	NONE	NONE
x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x						