

REQUEST FOR TRAINING SERVICES ON DISASTER MANAGEMENT, BASIC LIFE SUPPORT AND FIRST AID

ABOUT THE SERVICE:

Agencies, schools and organizations may request for training services of the City Disaster Risk Reduction and Management Council on Disaster Management, Basic Life Support and First Aid.

WHO MAY AVAIL OF THE SERVICE:

Agencies, schools and organizations.

WHAT ARE THE REQUIREMENTS:

- ❖ Letter request addressed to City Mayor

FEES/CHARGES: None

SCHEDULE OF AVAILABILITY OF SERVICE:

- ❖ Mondays to Fridays
- ❖ 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	Duly approved letter request	Receives and records the approved request in the logbook Coordinates schedule to partner agencies the conduct of training	5 minutes	ARVIN FRANCIS N. LUMANG CHARLES ALLEN T. ROSARIO	NONE	NONE
2	Receives the schedule of the training	Informs requestee for the schedule of trainings	Within a month	ARVIN FRANCIS N. LUMANG CHARLES ALLEN T. ROSARIO	NONE	NONE
<i>x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x</i>						