



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DIGOS CITY

1. REQUEST FOR APPROVAL TO CONDUCT SCHOOL-BASED DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) TRAININGS, SEMINARS, AND OTHER ACTIVITIES

The conduct of school-based DRRM activities will capacitate students, teaching and non-teaching personnel and will also increase their awareness of the threats of disasters and the need for corresponding risk reduction strategies/measures.

Office or Division:	DISASTER RISK REDUCTION AND MANAGEMENT UNIT (Office of the Schools Division Superintendent)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All elementary and secondary schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request from the school		Client		
Activity design/project design		Client		
Request and approval letters from the organization/person who will facilitate the activity		Requested organization/office/institution		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to the Schools Division Office through the Records Section	1. DRRM focal person receives the documents from the Records Section	None	2 minutes	DRRM Focal Person
	2. Evaluate the documents as to completeness	None	5 minutes	DRRM Focal Person





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	ss then if complete, then it will proceed to the next step and if not, it will be returned to the Records Section then to the requisitioner .			
	3. Draft letter reply or indorsement	None	10 minutes	DRRM Focal Person
	4. Forward the documents to the office of the Schools Division Superintendent	None	2 minutes	DRRM Focal Person
	5. The Schools Division Superintendent will act on the forwarded document	None	2 days	SDS
	6. The letter reply or indorsement	None	5 minutes	SDS Staff





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	will be forwarded to Records Section for release			
2. Receive the documents	7. Records Section will release the documents to the client	None	5 minutes	Records Section Staff
END OF TRANSACTION				
TOTAL:		None	2 days, 29 minutes	



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