

CITIZENS' CHARTER- Disaster Risk Reduction Management Division (DRRMD)

1. Official Radio messages for transmission

Official Radio messages from different agencies will be transmitted to other different agencies thru different LGUs via radio, skype, messenger and email.

Office or Division:	PADO, PDRRMD, Radio Communication unit.			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Any government agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Radio messages duly signed by the Head of office or its representative. (2 Original Copies)		Origin of the message or Office where the message came from.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/Submit the official radio message to radio room.	1. Validate the information	None	1 to 2 minutes.	<i>Radio operator on duty.</i>
	1.1. Retain a copy. 1.2. Notify on the progress of the radio message via skype, messenger, email or radio.	None	1 hour to 16 hours.	<i>Radio Operator</i>
	TOTAL:	NONE	Processing time depends on message content.	