

## 7. Planning & Early Warning Section – Training Facilitation

Facilitate DRRM orientation specifically on: (1) hazards and risk management; (2) functionality of early warning instruments installed in the province; (3) basic weather forecasting and other related trainings; (4) city/Municipal DRRM planning workshops; (5) barangay DRRM planning workshops; (6) contingency planning workshop; and (7) incident command system trainings.

<b>Office or Division:</b>	PADO, PDRRMD, Planning and Early Warning Section.			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to business G2G - Government to Government G2C - Government to Citizen			
<b>Who may avail:</b>	all			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter for training/planning workshops (1 Original)		Origin of the letter request.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request letter to the Governor's Office/Provincial Administrator's Office.  2. Forward approved request to PDRRMD.	a). Receive the request letter.  b). Check the request letter carefully, identify the signatory, the origin, date, time and venue of the requested activity.  c). Notify the requesting entity about the confirmation of the request through the contact number provided on the request letter.	None	5 minutes.	<i>Planning and Early Warning Section personnel and Planning and Early Warning Section Head.</i>
<b>TOTAL:</b>		<b>NONE</b>	<b>5 minutes</b>	