



6. ISSUANCE OF HAZARD / NO HAZARD CERTIFICATE

Office or Division:	OFFICE OF THE MUNICIPAL MAYOR (DISASTER RISK REDUCTION AND MANAGEMENT OFFICE)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Site Inspection Report		Concerned Barangay Local Government Unit		
Certification issued by Barangay Chair or Officer-In-Charge		Concerned Barangay Local Government Unit		
Photo documentation		Concerned Barangay Local Government Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits required documents and certification from barangay	Examines/evaluates requirements	none	5 minutes	MDRMMO Staff
	Issuance of the Certification and endorses it to the Local Chief Executive for approval	none	10 minutes - 1 day	Giovanni B. Fondevilla, Jr. MDRMM Officer
	Approves the Certification or for endorsement to PENRO for appropriate action	none	10 minutes	Esteban SF Madrona, Jr. Municipal Mayor
2. Receives the Certification	-end of transaction-			
TOTAL		none	25 minutes – 1 day if site inspection is still needed	