

4. PROVIDING AMBULANCE AND MEDICAL STANDBY DURING PLANNED EVENTS WITHIN / OUTSIDE AOR

Providing medical outpost/ first aid stations and standby ambulance services to events like sports tournaments, concerts, fiesta and fun runs are some of the planned events this office caters to.

Office or Division:	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
Classification:	Highly technical			
Type of Transaction:	Government to citizen			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved request letter from the City Administrator's Office 2. The following details should be included <ul style="list-style-type: none"> • Name/ Type of Event: • Date and Time of Event: • Exact Location of Event: • Name of Requesting Party: • Estimated number of attendees: • Contact Person and Number of Coordinator 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal coordination to CDRRMO with formal request letter	Check the availability of the ambulance and personnel	none	2 minutes	Admin and Operations Section
Proceed to City Administrator's Office for approval and endorsement of the request	Approval/Disapproval of request		30 minutes	City Administrator
Proceed to CDRRMO for final approval and scheduling	Approves the dispatch depending on the availability of the Ambulance		5 minutes	CDRRMO Chief
Requesting party receives final approved letter of request	endorsement and schedule and dispatch of personnel on scheduled date		45 minutes	Operations Section

END OF TRANSACTION