



**Office of the City Public Safety  
Officer**

**City Disaster Risk  
Reduction  
Management Division**

*External Service*



## **MANDATE**

Pursuant to Section 11 of Republic Act 10121 known as the “Philippine Disaster Reduction Risk Management Act of 2010”, and Sections 1 and 2, Rule 5 of its Implementing Rules and Responsibilities, mandates the establishment of LDRRMOs in provinces, cities, and municipalities and BDRMMCs in barangays.

Local DRRM managers are the forefront of DRM as they take in the challenges of enhancing the resilience of their respective communities where disaster incidents take place. This means strengthening institutional coping capabilities and adaptive capacities of organization and individuals.

## **VISION**

“A safer, well-prepared, and disaster-resilient multi-cultural Cotabato City, towards inclusive and sustainable development”

## **MISSION**

To capacitate the Local Government Unit towards achieving disaster risk resilience in the communities through comprehensive disaster risk reduction and management and develop the culture of resiliency and preparedness to the people, understand climate change and hazards in order to develop a well-prepared, independent, conscientious citizenry against disasters

## **SERVICE PLEDGE**

The CDRRMO aimed to strengthen and improve strategies and capacities of the Local Government Unit of Cotabato together with partner stakeholders in mitigating the disasters and increasing the capacity of the community especially the vulnerable sectors.

The CDRRMO commits efforts to strengthen the mechanisms for the Four (4) Thematic Areas in DRRM which are the (1) Disaster Prevention and Mitigation; (2) Disaster Preparedness; (3) Disaster Response; and (4) Disaster Rehabilitation and Recovery which corresponds to the structure of the National Disaster Risk Reduction and Management Council.

### **Four DRRM Thematics Areas:**

#### **I. Disaster Prevention and Mitigation**

- Avoid hazards and mitigate their potential impacts by reducing vulnerabilities and exposure, and enhancing capacities of communities.



## II. Disaster Preparedness

- Establish and strengthen capacities of communities to anticipate, cope and recover from the negative impacts of emergency occurrence and disasters.

## III. Disaster Response

- Provide life preservation and meet the basic subsistence needs of affected population based on acceptable standards during or immediately after a disaster.

## IV. Disaster Rehabilitation and Recovery

- Restore and improve facilities and living conditions and capacities of affected communities and reduce risks in accordance with the “building back better principle”.

## DEFINITION OF TERMS

- **Risk mitigation** - the reduction of frequency of occurrence or the severity of the consequence by changing physical characteristics or operations of a system or the element at risk. It can take on the following subcategories
- **Risk prevention** - Instituting measures to reduce the frequency of occurrence and magnitude of hazard’s adverse impact through the establishment of structures such as levee, flood walls, dams, and sea walls
- **Disaster preparedness** - provides for key strategic actions that gives importance to community awareness and understanding, contingency planning, conduct of local drills, and the development of the city’s disaster plan.
- **Disaster response** - provides for the key actions that give importance to activities during actual disaster response operation such as needs assessment, search and rescue, relief operation, and early recovery activities.
- **Disaster Rehabilitation and Recovery**- interventions to restore and improve facilities and livelihood, of affected communities and reduce disaster impacts; and strengthen organizational capacities (*for recovery and rehabilitation*) in the city.

## SERVICES AND HOW TO AVAIL THEM

1. Request for Trainings/ Orientation /and Drills
2. Rescue and Emergency Response
3. Standby Medic or Ambulance
4. Assistance in DRR-CCA study or Research



<b>Office/Division</b>	<b>OFFICE OF THE CITY DISASTER RISK REDUCTION MANAGEMENT OFFICE</b>			
<b>Classification</b>	<b>Simple to Complex</b>			
<b>Type of Transaction</b>	<b>G2C - Government to Transacting Public G2G - Government to Govt. employee or agency</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>✓ Letter of Request addressed to the City Mayor thru CDRRMO Head</li> <li>✓ List of Participants</li> </ul>			<ul style="list-style-type: none"> <li>✓ Office Of The Secretary To The Mayor</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a request letter to the office of the Secretary to the Mayor	1.1 Received the request letter upon the approval of the Office of Secretary to the Mayor, the CDRRMO will coordinate with the requesting agency or institution	None	1 to 5 minutes	Administrative staff
2. Provide details on the requested training or orientation.	2.1 Discuss and finalize with the requesting agency the following: <ul style="list-style-type: none"> <li>▪ Schedule, date and venue</li> <li>▪ Participants (profile, number, etc.)</li> <li>▪ Type of training</li> </ul>	None	15 to 30 minutes	Administrative and Training Section Chief
3. Attend to the training or orientation.	3.1 Conduct training or orientation	None	1 to 3 days	Administrative and Training Section
4. Call Emergency Hotline	4.1 Attend to the call.	None	1 to 5 minutes	Operations and Warning Section Chief
5. Provide the necessary information regarding the	5.1 Gather important information as follows: <ul style="list-style-type: none"> <li>▪ Name of caller</li> </ul>	None	3 to 5 minutes	Operations and Warning Section Chief



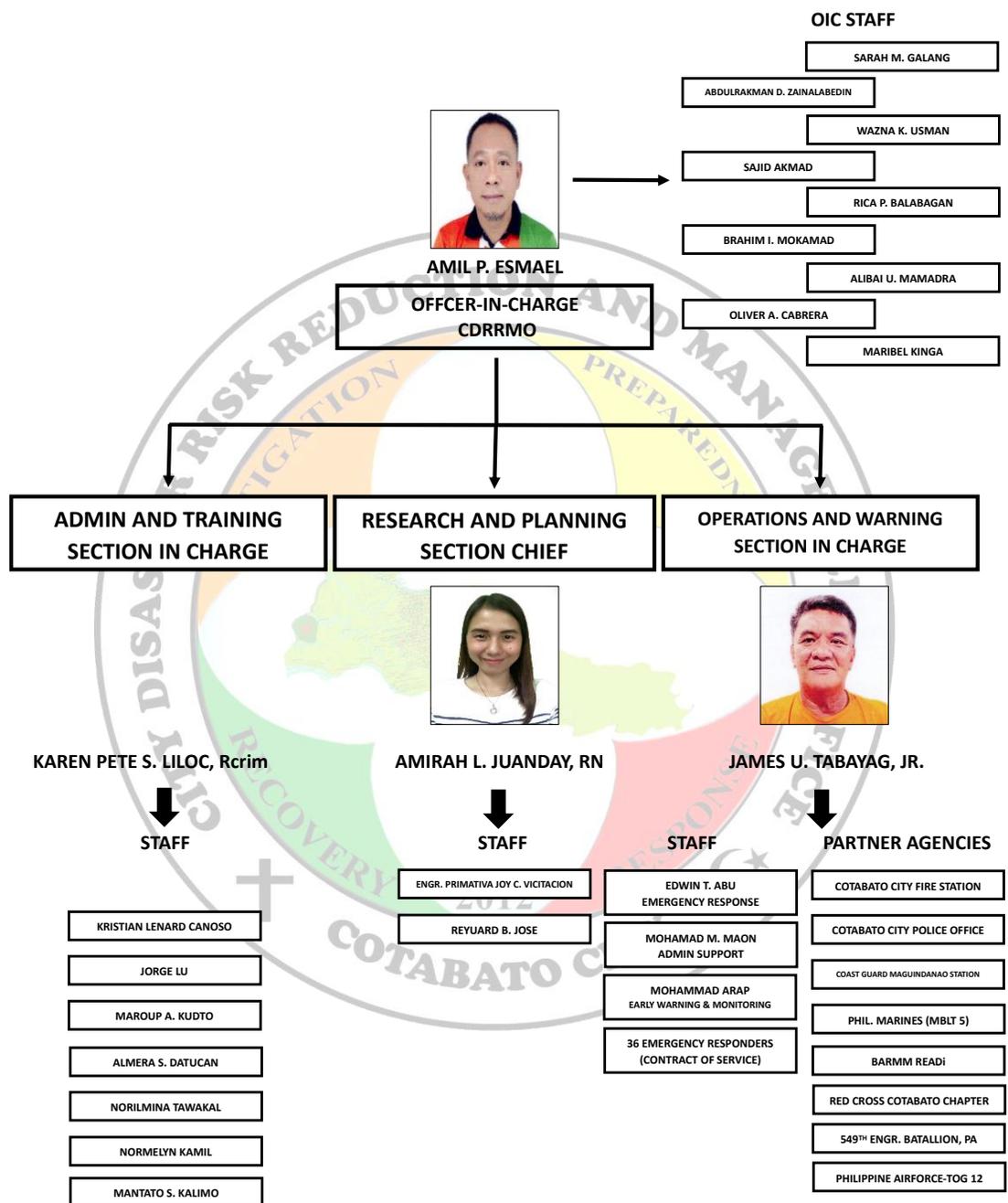
<p>emergency</p>	<ul style="list-style-type: none"> <li>▪ Contact number</li> <li>▪ Location</li> <li>▪ Landmark</li> <li>▪ Date and Time of Incident</li> <li>▪ Condition</li> <li>▪ Dispatch of the needed response team.</li> <li>▪ Provide instructions to the caller on how to give first aid while the team is heading to the scene</li> <li>▪ Monitoring of the response team's location</li> <li>▪ Response team's arrival on scene.</li> <li>▪ Providing necessary action or service.</li> </ul>			
<p>6. Submit a request letter to the Office of the City Mayor.</p>	<p>6.1 Received the required documents and check for completeness</p> <p>6.2 Upon approval of the Office of the City Mayor, the CDRRMO will check for the schedule and availability of resources.</p> <p>6.3 Upon approval the LDRRMO IV</p>	<p>None</p>	<p>1 minute</p>	<p>Administrative staff</p>



	the Operation and Warning Section Chief will determine assigned team for the client/agency for discussion of event/program details.			
	6.4 Upon the approval of the Office of Secretary to the Mayor, the CDRMO will coordinate with the requesting agency or institution for the City Contingency Plans: Flood, Earthquake, Fire	None	5 to 15 minutes	Research and Planning Section Chief
	6.5 Discuss and finalize with the requesting agency regarding DRRM Researches	None	15 to 30 minutes	Research and Planning Section Chief
<b>TOTAL</b>		<b>None</b>	<b>1 day, 1 hour, and 14 minutes</b>	



**CDRRMO ORGANIZATIONAL CHART**



**OFFICE OF THE CITY DISASTER RISK REDUCTION MANAGEMENT OFFICER**  
Organizational Structure

