



3. Activation of event / Incident Command System (Technical Assistance)				
This procedure covers all the planned events to be conducted to the Province, Balanga City, Municipalities of Dinalupihan, Hermosa, Orani, Samal, Abucay, Pilar, Orion, Mariveles, Limay, Bagac and Morong, schools, private sectors, hospitals and other agencies in the Province of Bataan. This activation is being managed by the part of Incident / Event Management Team.				
Office or Division:	Office of the Provincial Disaster Risk Reduction and Management Officer/ Operations and Warning Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government / G2C - Government to Citizen / G2B - Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter (1 original copy or 1 electronic copy)		1. Local Chief Executive / Head of Requesting Dept. / Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter address to the Governor thru the PDRRMO Head	1.1 Receives and encodes to the spreadsheet for incoming document	None	10 minutes	<i>LDRRM Asst. Admin. & Training Division</i>
	1.2 Assigns the incoming request	None	10 minutes	<i>Department Head PDRRM Office</i>
	1.3 Receives the incoming request through google spreadsheet by the Division Head	None	15 minutes	<i>LDRRM Officer Operations and Warning Division</i>
	1.4 Acquires approval of the Governor to conduct the requested activity with funding from PDRRMO	None	2 days	<i>LDRRM Officer Operations and Warning Division</i>



	1.5 Once approved, communicates with the requesting agency / client to set schedule for coordination meeting. Prepare / review / sign and submit OBR / PR for the meeting.	None	2 days	LDRRM Asst. / LDRRM Officer / Dept. Head Operations and Warning Division / PDRRM Office
	1.6 Prepares / reviews / signs and send the letter of invitation for coordination meeting with attached confirmation slip	None	4 hours	LDRRM Asst. / LDRRM Officer / Dept. Head Operations and Warning Division / PDRRM Office
2. Acknowledges / receives the letter for coordination meeting, fill- out the confirmation slip and send back.	2. Receives the confirmation slip and prepares other admin. Documents / logistical / tech. needs for the coordination meeting	None	4 hours	LDRRM Asst. Operations and Warning Division
3. Attends in a coordination meeting, sign on the attendance , fill-out feedback form and receive cert. of appearance	3.1 Facilitates the coordination meeting . Prepares / reviews / signs for the minutes of the meeting. Have signed the attendance and feedback form by the client and provide certificate of appearance and other tech./ logistical support	None	4 hours	LDRRM Officer / LDRRM Asst. / Dept. Head / Utility / Driver Operations and Warning Division / Admin. & Training Division / PDRRM Office
	3.2 Prepares / review / sign / submit the Project Proposal for the conduct in the activation of ICS.	None	2 days	LDRRM Asst. / LDRRM Officer / Dept. Head Operations and Warning Division / PDRRM Office
	3.3 Prepares / reviews / signs / submits (OBR) and Purchase Request (PR) in the activation of ICS.	None	2 days	LDRRM Asst. / LDRRM Officer / Dept. Head Operations and Warning Division / PDRRM Office
	3.4 Prepares/ reviews / signs and sends the invitation letter to the IMT for planning meeting and other logistical and tech. needs	None	3 hours	LDRRM Asst. / LDRRM Officer / Dept. Head Operations and Warning Division / PDRRM Office



	3.5 Conducts / facilitates coordination meeting (Planning) with the IMT and secretariat	None	4 hours	<i>LDRRM Officer / LDRRM Asst. / Dept. Head / Utility / Driver</i> Operations and Warning Division / Admin. & Training Division / PDRRM Office
4. Assists in the site inspection and provide cert. of appearance (as needed)	Prepares for admin. Documents (Travel Order, Dispatch Form , etc.) / logistical / tech. needs and Conduct initial site inspection with the concerned agencies	None	5 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head</i> Operations and Warning Division / PDRRM Office
	Prepares / reviews of the implan or emergency preparedness and response plan based on the site inspection	None	3 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head</i> Operations and Warning Division / PDRRM Office
5. Attends in the conduct of planning meetings . Organize the activity. Prepare and provide for the logistical / tech. Needs (As needed)	5.1 * Series of Planning meetings / site inspection with the IMT and requesting agency (Presentation of EPRP / EAP) with admin. Concerns	None	4 hours	<i>LDRRM Officer / LDRRM Asst. / Dept. Head / Utility / Driver</i> Operations and Warning Division / Admin. & Training Division / PDRRM Office
	5.2 Sets schedule for next / final coordination meeting. Prepare / review / sign and sbmit OBR / PR for the	None	2 days	<i>LDRRM Asst. / LDRRM Officer / Dept. Head</i> Operations and Warning Division / PDRRM Office
	5.3 Prepares / reviews / signs and sends the letter of invitation for next / final coordination meeting with attached confirmation slip	None	4 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head</i> Operations and Warning Division / PDRRM Office
6. Acknowledge / receive the letter for next / final coordination meeting , fill - out the confirmation slip and send back.	6. Receives the confirmation slip and prepare other admin. Documents / logistical/ tech. needs for the coordination meeting	None	4 hours	<i>LDRRM Asst.</i> Operations and Warning Division
7. Attends in next / final coordination meeting, sign on the attendance , fill-out feedback form and receive cert. of appearance	7.1 Facilitates the next / final coordination meeting. Prepares / reviews / signs for the minutes of the meeting. Have signed the attendance and feedback form by the client and provide certificate of appearance and other tech./ logistical support	None	4 hours	<i>LDRRM Officer / LDRRM Asst. / Dept. Head / Utility / Driver</i> Operations and Warning Division / Admin. & Training Division / PDRRM Office



	7.2 Consolidates / reviews / signs and photocopy the	None	6 hours	<i>LDRRM Asst. Operations and Warning Division</i>
	7.3 Prepares, gets and logs for the materials, equipment and other admin documents and other logistical / tech . needs.	None	4 hours	<i>LDRRM Asst. Operations and Warning Division</i>
	7.4 Set ups and establishes ICS Facilities to the location	None	1 day	<i>LDRRM Asst. / LDRRM Officer Operations and Warning Division</i>
8. Assists and provides other logistical and tech. needs and Provide certificate of appearance	8.1.Activates of Provincial Incident Management Team for the event .	None	2 days	<i>LDRRM Officer / LDRRM Asst. / Dept. Head / Utility / Driver Operations and Warning Division / Admin. & Training Division / PDRRM Office</i>
	8.2 Sets schedule for post evaluation meeting. Prepares / reviews / signs and submits OBR / PR for the meeting.	None	2 days	<i>LDRRM Asst. / LDRRM Officer / Dept. Head Operations and Warning Division / PDRRM Office</i>
	8.3 Prepares / reviews / signs and sends the communications for post evaluation meeting with attached confirmation slip	None	4 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head Operations and Warning Division / PDRRM Office</i>
9. Acknowledge / receive the letter for post evaluation meeting, fill-out the confirmation slip and send back.	9. Receives the confirmation slip and prepare other admin. Documents needed for the coordination meeting	None	4 hours	<i>LDRRM Asst. Operations and Warning Division</i>
	8.2 Sets schedule for post evaluation meeting. Prepares / reviews / signs and submits OBR / PR for the meeting.	None	2 days	<i>LDRRM Asst. / LDRRM Officer / Dept. Head Operations and Warning Division / PDRRM Office</i>
	8.3 Prepares / reviews / signs and sends the communications for post evaluation meeting with attached confirmation slip	None	4 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head Operations and Warning Division / PDRRM Office</i>
9. Acknowledge / receive the letter for post evaluation meeting, fill-out the confirmation slip and send back.	9. Receives the confirmation slip and prepare other admin. Documents needed for the coordination meeting	None	4 hours	<i>LDRRM Asst. Operations and Warning Division</i>



10. Attends in post evaluation meeting, sign on the attendance , fill-out feedback form and receive cert. of appearance	10.1 Facilitates the post evaluation meeting . Prepare / review / sign for the minutes of the meeting. Have signed the attendance and feedback form by the client and provide certificate of appearance and other tech./ logistical support	None	4 hours	<i>LDRRM Officer / LDRRM Asst. / Dept. Head / Utility / Driver Operations and Warning Division / Admin. & Training Division / PDRRM Office</i>
	10.2 Files / database the documents. Log the logistical used and bring back to the storage room.	None	1 hour	<i>LDRRM Asst. Operations and Warning Division</i>
TOTAL:		None	23 days, 32 minutes	

Activation of event / Incident Command System (Technical Assistance) qualified for multi-stage processing