

**OPERATION PROGRAM DIVISION - DISASTER MANAGEMENT UNIT**

Head of Unit – Mrs. Maricel Caleja, SWO II

**RELIEF AUGMENTATION & REHABILITATION ASSISTANCE****I. ABOUT THE SERVICE**

Provision of augmentation support for disaster relief assistance to families affected by disasters

**II. WHO CAN AVAIL OF THE SERVICES**

Local Government Units affected by disasters

**III. REQUIREMENTS****For relief augmentation**Letter of request  
Disaster Report**For Rehabilitation Assistance** (Cash/Food for Work)

Project Proposal with list of beneficiaries

**For Emergency Shelter Assistance**Project Proposal with list of beneficiaries  
Certification from the City/Mun. Mayor and Barangay Captain  
Certificate of eligibility from the C/MSWDO**IV. SCHEDULE OF AVAILABILITY OF SERVICE:**

Monday-Friday, 8:00 AM-5:00 PM

**V. HOW TO AVAIL OF THE SERVICE**

Step	Local Government Unit P/C/Mun. Social Welfare & Development Officers	Office Activity	Duration of Activity	Person/s –in-Charge
1		Receives and records documents submitted by Local Government Units	2 min.	Esberto Pimentel
2		Endorse document to the Operation Program Division for appropriate action	2 min.	RD Marcelo Nicomedes Castillo
3		Forwards documents to CIU for assessment/recommendation	3 min.	Nora D. Dela Paz
4		Assess request of the LGU and submits recommendation to the Chief, Operation Program Division for endorsement to the Regional Director/ARD	2 min.	Maricel Caleja
		Approves recommendation	5 min.	RD Marcelo Nicomedes Castillo ARD Marlene Febes D. Peralta
5		Prepares & initials RIS (for Relief Augmentation & Food for Work) or CAP for ESA and signs Cert. of Eligibility	10 min	Maricel Caleja
6		Signs the RIS/Obligation Request, CAP and Certificate of Eligibility	3 min	Nora D. Dela Paz
7		Approves RIS/CAP	2 min.	RD Marcelo Nicomedes Castillo ARD Marlene Febes D. Peralta
8		Release goods to concerned LGUs (for relief goods)		Edith A. Ducusin
9		Indicate availability allotment in the OBR and CAP (for ESA)	3 min.	Flordeliza F. Manaois Delia B. Santiago
		Certify availability of cash	3 min.	Gloria R. Subala
10		Signs check	1 min.	RD Marcelo Nicomedes Castillo ARD Marlene Febes D. Peralta
11		Releases Emergency Shelter Assistance		Vida M. Caluza Maricel Caleja