

8. Data Request

This service provides provision of rainfall, humidity, temperature, historical disaster occurrence & weather forecast data request from agencies/individuals.

Office or Division:	PADO, PDRRMD, Planning and Early Warning Section.			
Classification:	Simple			
Type of Transaction:	G2B - Government to business G2G - Government to Government G2C - Government to Citizen			
Who may avail:	all			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter with specific data needed and the period of coverage. (1 Original)		Requesting party/agency.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to either: PDRRMD Division Head if the requesting party is from PGDDN; or Provincial Administrator's Office if the requesting party is a private agency or individual.	1. Receive and verify the request letter. 1.1. Notify the requesting entity about the confirmation of the request through the contact number provided on the request letter. 1.2. Release to client the approved request. 1.3. Forward approved request to PDRRMD unless the client decide to facilitate.	None	5 days from the received date of the letter.	<i>PDRRMD Administrative Section Head PADO-PDRRMD or Administrative Aide III or Administrative Officer I PADO-ADMIN</i> <i>Planning and Early Warning Section personnel and Planning and Early Warning Section Head.</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Collect the requested data at PDRRMD-Planning and Early warning section by affixing signature over printed name with date and time of getting it.	d). Issue to the client the requested data and secure a received copy from the requesting party	None	5 minutes	<i>Planning and Risk Assessment Unit Personnel and Planning and Early Warning Section Head.</i>
TOTAL:		NONE	5 days & 5 minutes.	