



**Geologic Disaster Awareness and
Preparedness Division (GDAPD)**

External Services



3. Resource Person

DOST-PHIVOLCS provides resource person(s) either as lecturer, facilitator, subject matter expert for interviews, and observer to requesting organizations. Standard lecture packages are basic information on volcanoes, earthquakes, tsunamis and other related geotectonic phenomena. Resource person can also provide specialized topics related to Geosciences and Disaster Risk Reduction. Facilitators or observers could be requested to give technical inputs during exercises or drills for volcano, earthquake or tsunami evacuation, subject to availability of personnel.

Office or Division:	Geologic Disaster Awareness and Preparedness Division (GDAPD)	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>1. Letter of Request. Address all letters to DR. RENATO U. SOLIDUM, JR., OIC-PHIVOLCS. Please state the following:</p> <ul style="list-style-type: none"> • topic • number and type of participants • place, date and time of lecture • contact landline/mobile number(s) • contact person of requesting organization <p>DOST-PHIVOLCS encourages 50% male and 50% female participation/ audience during lectures, drills and other related activities. For resource person requests outside Metro Manila that requires Travel Order, requests must be submitted 20 working days before the scheduled activity for preparation and processing of travel documents.</p>	<p>Second Floor, Room 202, Geologic Disaster Awareness and Preparedness Division (GDAPD)</p>	
<p>2. Requesting organization should provide:</p> <p>1.1 Transportation (pick-up and bring back) of resource person to DOST-PHIVOLCS Office</p> <p>1.2 Computer and LED/LCD projector as lecture presentations are using presentation software e.g. powerpoint format.</p>		



3. Meal and accommodation if outside Metro Manila and requiring overnight stay.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Hand-carry, fax, or email to pivs_lectures@pshivolcs.dost.gov.ph letter of request. Letter of request must be received by DOST-PHIVOLCS at least two (2) weeks prior to date of activity.</p> <p>1.1 In times of public-health related emergencies such as pandemic, call DOST-PHIVOLCS prior to visit.</p> <p>1.2 If letter of request is sent by fax or email, client must confirm with DOST-PHIVOLCS the receipt of their letter and possible schedule right after sending their communication.</p>	<p>1. If hand-carried, GDAPD staff will receive the letter of request.</p> <p>1.1. Receive request at the DOST-PHIVOLCS Lobby and health safety requirements should be observed.</p> <p>1.2 Receipt of letter of request will be acknowledged thru fax, call or email.</p> <p>1.3 Forward Letter of request to Office of the Director for approval</p> <p>1.4 GDAPD Staff will call the Stakeholder for update on the status of their request</p>	<p>None, incidental travel expenses if incurred by Resource Speaker</p>	<p>Three (3) working days</p>	<p>Ms. Felomina Cayabyab, Science Research Specialist I, and Ms. Eumelia Belo, Science Research Specialist</p>
	<p>2. GDAPD staff will confirm if the request can be accommodated</p>			



	<p>on specified date and time. If not, both parties will mutually agree/set date and time.</p> <p>2.1 Finalize with the client the details of their requests. (i.e mode of transportation, location, etc.).</p> <p>Acceptance of requests is on first-come first-serve basis. DOST-PHIVOLCS reserves the right to reschedule or cancel the request for unexpected events.</p>			
	<p>TOTAL</p>		<p>3 days</p>	



4. Information Packages: Information Materials

Information materials are in the form of flyers, pamphlets, leaflets, posters, comics, brochures, and scientific papers or proceedings which are available in either print or digital format. These materials contain general information on Philippine volcanoes, earthquakes, tsunamis and other related geotectonic processes, their threats and how the effects from these hazards can be reduced or avoided. Most print materials are free of charge except for some special publications.

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Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>1. Fill-out request form for all materials.</p> <p>For multiple (50 or more) copies of printed materials:</p> <p>Letter of request is required. Address all letters to DR. RENATO U. SOLIDUM, JR., OIC-PHIVOLCS. Indicate the number of copies needed and purpose. DOST-PHIVOLCS will determine the final number of print copies to be released, depending on available stocks and purpose of client. Make sure that the client has complete contact information in their letter of request.</p>		<p>Second Floor, Room 202, Geologic Disaster Awareness and Preparedness Division (GDAPD)</p>		
<p>For digital copy of materials: Letter of request. Address all letters to DR. RENATO U. SOLIDUM, JR. OIC-PHIVOLCS. Indicate the title of material and purpose and complete contact information of the requester.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>For walk-in request for printed materials:</p> <p>1. View and select from the list of</p>	<p>1. Give the request form for print materials to be fill-out</p> <p>1.1 Distribute</p>	None	Same day as receipt of request	Ms. Felomina Cayabyab, Science Research Specialist I,



<p>printed materials available from the GDAPD assigned staff.</p> <p>1.1 In times of public-health related emergencies such as pandemic, call DOST-PHIVOLCS prior to visit to request for printed materials.</p>	<p>request form at the DOST-PHIVOLCS Lobby or provide an online request form. Health safety requirements should be observed.</p>			
<p>2. Fill-out the request form for print materials and submit to GDAPD staff.</p>	<p>2. Check the filled-out form of the list of print materials requested</p> <p>2.1 Gather the requested information materials</p>			
<p>3. Claim the printed materials</p>	<p>3. Release the requested information materials to the stakeholder.</p> <p>3.1 In times of public-health related emergencies such as pandemic, releasing of materials will be at the DOST-PHIVOLCS Lobby.</p> <p>3.2 Ask the client to</p>			



	answer the online Stakeholder Satisfaction Form or give a printed copy of the form.			
4. Fill-out a Stakeholder Satisfaction form and submit	4. Receive and check if the Stakeholder Satisfaction Form is properly and completely filled-out.			
<p>For multiple (50 or more) copies of printed materials</p> <p>1. Letter of Request can be hand-carried, mailed, faxed, or emailed to (02) 8927-4524 or phivolcs_mail@phivolcs.dost.gov.ph</p> <p>1.1 If hand-carried, submit the letter of request to the GDAPD staff.</p> <p>1.2 In times of public-health related emergencies such as pandemic, call DOST-PHIVOLCS prior to visit to request for printed materials.</p> <p>1.3 If request was</p>	<p>1. Receive or acknowledge receipt of the letter request and inform the stakeholder when request can be accommodated and ready for pick-up.</p> <p>1.1 Give the request form to be filled-out by the stakeholder.</p> <p>1.2 Receive request at the DOST-PHIVOLCS Lobby and health safety requirements should be observed.</p> <p>1.3 Receipt of letter</p>	None	<p>Three (3) working days</p> <p>Same day as receipt for hand-carried request from provinces</p>	<p>Ms. Felomina Cayabyab, Science Research Specialist I</p>



<p>mailed or faxed, confirm by calling if request was received by GDAPD and when request could be accommodated.</p>	<p>of request will be acknowledged thru fax, call or email.</p> <p>1.4 Forward Letter of request to Office of the Director for approval</p> <p>1.5 GDAPD Staff will call the Stakeholder for update on the status of their request</p>			
<p>2. Fill-out the request form prior to release of printed materials and submit to GDAPD assigned staff</p>	<p>2. Receive request form and check if all fields are filled-out. Attached their letter of request.</p> <p>2.1 Gather the requested information materials</p>			
<p>3. Claim the requested information materials</p>	<p>3. Release the requested information materials to the stakeholder.</p> <p>3.1 In times of public-health related emergencies such as pandemic, releasing of materials will be</p>			



	<p>at the DOST-PHIVOLCS Lobby and health safety requirements should be observed</p> <p>3.2 Ask the stakeholder to answer the online Stakeholder Satisfaction Form or give a printed copy of the form.</p>			
4. Fill-out a Stakeholder Satisfaction form and submit.	4. Receive and check if the Stakeholder Satisfaction Form is properly and completely filled-out.			
<p>For digital copy of materials:</p> <p>1. Letter of Request can be mailed, faxed, hand-carried, emailed to (02) 8927-4524, <i>phivolcs_mail@phivolcs.dost.gov.ph</i></p>	<p>1. Check mailbox for requests</p> <p>1.1 Start processing request</p>	None	Three (3) working days	Ms. Lucille Rose Sanico, Science Research Specialist II
<p>2. If hand-carried, GDAPD staff will receive the letter of request.</p> <p>2.1 If request was mailed or faxed, confirm by calling if request was</p>	<p>2. Receive the letter request and inform the stakeholder if request can be processed</p> <p>2.1 GDAPD staff will email or</p>			



<p>received by GDAPD and if request could be accommodated.</p>	<p>fax the acknowledgment letter to the stakeholder.</p> <p>2.2 Forward Letter of request to Office of the Director for approval</p> <p>2.3 GDAPD Staff will call the Stakeholder for update on the status of their request</p>			
<p>3. Stakeholder must be sent acknowledgement of the letter to DOST-PHIVOLCS for the processing of request</p>	<p>3. Start processing the request</p>			
<p>4. Claim the requested information materials thru email or pick-up</p>	<p>4. Release the digital file to the client thru email or save in external storage (e.g. CD, DVD, USB flash drives, etc.)</p> <p>4.1 Ask the stakeholder to answer the online Stakeholder Satisfaction Form or give a printed copy of the form</p>			
<p>5. Fill-out a Stakeholder Satisfaction form</p>	<p>5. Receive and check if the Stakeholder</p>			



and submit	Satisfaction Form is properly and completely filled-out			
	TOTAL		3 Days	



5. Educational Tour Package

DOST-PHIVOLCS provides group tours (e.g. students, teachers, government employees) for film showing and exhibit viewing. Film showing may be any of the following: volcanoes, earthquake or tsunami. Technical personnel are available to answer questions after video viewing or during exhibit viewing. Lectures for specific topics can be arranged upon request subject to the availability of resource speaker.

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Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Letter of Request. Address all letters to DR. RENATO U. SOLIDUM, JR. OIC-PHIVOLCS. All letters must be signed over printed name and contain the complete address and contact landline/mobile number of the requester. The letter must also indicate the name of school, organization or office and number of participants. Total number of participants (including parents, faculty and staff) per package must not exceed 200.	Second Floor, Room 202, Geologic Disaster Awareness and Preparedness Division (GDAPD)	
2. Strict compliance with time reservation is expected. We emphasize that clients must book/reserve the time that is most realistic for the group upon consideration of travel time (including allowance for traffic, etc.) from the point of origin to DOST-PHIVOLCS.		
3. All bookings must be requested at least one week in advance. We encourage early requests for better facilitation of schedule. Available days for the tour are Tuesday to Friday, between 8am to 11am and between 1pm to 4pm.		
4. Acceptance of bookings is on first come first serve basis. DOST-PHIVOLCS reserves the right to reschedule or cancel bookings for unexpected events.		



<p>5. Coordinators must remind all the participants on their behavior while in the premises of DOST-PHIVOLCS. Vandalism, loitering, shouting, eating and drinking inside the auditorium, and other non-desirable behavior are strictly prohibited.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Letter of Request can be mailed, faxed, hand-carried, emailed to <i>phivolcs_mail@phivolcs.dost.gov.ph</i></p>	<p>1. Check mailbox for requests</p> <p>1.1 Assess if request can be accommodated</p> <p>1.2 Forward Letter of request to Office of the Director for approval</p> <p>1.3 GDAPD Staff will call the Stakeholder for update on the status of their request</p>	<p>Non-refundable entrance fee of PHP5.00/ person</p>	<p>Three (3) working days</p>	<p>Ms. Eumelia Belo, Science Research Specialist I and Ms. Melissa Mae Tamayo, Science Research Specialist</p>
<p>2. Stakeholder must confirm with DOST-PHIVOLCS their schedule after sending their communication especially those sent by fax or mail.</p> <p>2.1 For request sent thru email, call DOST-PHIVOLCS upon receipt of acknowledgement.</p>	<p>2. Inform stakeholder if request can be accommodated or not on the specified date and time. If not, both parties will mutually agree/set date and time. Unconfirmed bookings and last-minute changes especially on the time of reservation will</p>	<p>For those who are coming within Metro Manila or with Manila-based coordinators, it is preferred that payments be made in advance or as soon</p>		



	not be entertained.	as the schedule is confirmed		
3. Upon arrival at DOST-PHIVOLCS, the tour coordinator must meet with DOST-PHIVOLCS Educational tour coordinator for the fee's assessment, and pay the total amount assessed to cashier and present the Official receipt as proof of payment. The tour coordinator must ensure an orderly manner by which the participants are to enter the DOST-PHIVOLCS facility	<p>3. Meet the coordinator and issue an Order of Payment</p> <p>3.1 Accept payment based on the order of payment</p> <p>3.2 Check the Official Receipt</p>			
4. Fill-out a Customer Feedback Form for Frontline Services (Resource Person or DOST-PHIVOLCS Educational Tour Coordinator)	4. Receive and check if form is properly and completely filled-out			
	TOTAL		3 days	



6. Information Package: Duplication of Audio-Visual Materials and Digital Images

Client may select from the following documentaries produced by DOST-PHIVOLCS

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| 1. The Killer Quake, 1990 | 7. Pinatubo Lahars |
| 2. Sta.Elena High School Earthquake Drill | 8. Ang Lahar: Parusa Ba o Paghamon |
| 3. Tsunami (DOST-GIA) | 9. The Danger is far from Over (1991 Pinatubo Eruptions) |
| 4. Tsunami Eyewitness Accounts: 1994 Mindoro | 10. Pagputok ng BulkangTaal 1965 |
| 5. Tsunami Eyewitness Accounts: 1976 Moro Gulf | 11. DOST-PHIVOLCS AVP (<i>Free</i>) |
| 6. 15 November 1994 Mindoro Earthquake and Tsunami | 12. Earthquake and its Hazards (<i>Free</i>) |
| 7. Ang Pagputok NgB ulkang Mayon, 1993 | 13. Tsunami 101 (<i>Free</i>) |

Also available are digital photograph collection on earthquake, tsunami and volcanoes.

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Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-out request form for Photo and Video Packages		Second Floor, Room 202, Geologic Disaster Awareness and Preparedness Division (GDAPD)		
2. Data User Agreement form if necessary				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. View list of documentaries and collection of photos of Volcano, Earthquake and Tsunami. GDAPD staff will assist stakeholder in the process	1. Provide list of documentaries and collection of photos of Volcano, Earthquake and Tsunami to the stakeholder 1.1 Request form will be distributed at	PhP50.00 per documentary PhP10.00 per photograph or image (additional PhP25.00 for CD or	Three (3) working days	Ms. Lucille Rose Sanico, Science Research Specialist II and Ms. Dynie Doloiras, Science Research Analyst ,



	<p>the DOST-PHIVOLCS Lobby or an online request form will be provided. Health safety requirements should be observed.</p> <p>1.2 Provide a Stakeholder Satisfaction Form to the stakeholder to be accomplished</p>	DVD)		
2. Fill-out the request form. Check selected documentaries or list down digital photos in the space provided in the request form.	<p>2. Check the form for the list of documentaries or digital photos requested</p> <p>2.1 Issue an Order of Payment</p>			
3. Pay to DOST-PHIVOLCS Cashier the appropriate fees indicated in the Order of Payment issued by the GDAPD staff.	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the Official Receipt</p> <p>3.2 Start processing the request</p>			Cashier
4. Show the Official Receipt issued by DOST-PHIVOLCS Cashier to the GDAPD staff for documentation. This also serves as claim stub.	<p>4. Check the Official Receipt</p> <p>4.1 Indicate in the Official Receipt the date when to claim the document requested</p>			
5. Claim the CD or DVD, showing the	5. Release the CD or DVD			



<p>Official Receipt as proof that the claimant is the requesting party or authorized representative</p>	<p>requested</p> <p>5.1 In times of public-health related emergencies such as pandemic, releasing of materials will be at the DOST-PHIVOLCS Lobby and health safety requirements should be observed.</p> <p>5.2 Ask the stakeholder to answer the online Stakeholder Satisfaction Form or give a printed copy of the form.</p>			
<p>6. Fill-out the Stakeholder Satisfaction form and submit.</p>	<p>6. Receive and check if the Stakeholder Satisfaction Form is properly and completely filled-out.</p>			
	<p>TOTAL</p>		<p>3 Days</p>	



7. Information Package: Exhibit On-loan

Exhibit – collection of framed posters or mounted diagrams for public viewing. These are displayed at the DOST-PHIVOLCS Main and field stations. Exhibits are mostly composed of framed posters and tarpaulins about volcano, earthquake and tsunami. DOST-PHIVOLCS provides technical assistance in the design of exhibit and resource person to discuss the content of the exhibit. For outside Metro Manila exhibit with resource person that requires Travel Order, request must be submitted 20 working days for the preparation of processing of travel documents.

Office or Division:	Geologic Disaster Awareness and Preparedness Division (GDAPD)	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>1. Letter of Request. Address all letters to DR. RENATO U. SOLIDUM, JR. OIC-PHIVOLCS. Indicate the topics of interest, date, duration and venue of exhibit, targeted audience and materials needed.</p> <p>Acceptance of requests is on first come first serve basis. DOST-PHIVOLCS reserves the right to reschedule or cancel requests for unexpected events.</p> <p>Additional requirements: Requesting organization should provide transportation (pick-up and return of exhibit and resource person to DOST-PHIVOLCS Office).</p> <p>For exhibit materials which include the mobile Earthquake simulator, vehicle should be able to fit in the whole equipment (1.84m (L) x 1.84m (W) x 3.10m (H) in dimension) (e.g. elf type, L300 pick-up or truck)</p>	Second Floor, Room 202, Geologic Disaster Awareness and Preparedness Division (GDAPD)	
2. Meal and accommodation of resource person if outside Metro Manila and requiring overnight stay.		
3. Additional personnel from the requester must be provided to assist during the		



ingress and egress of the exhibit (at least 4 pax)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Letter of Request can be mailed, faxed, hand-carried, or emailed to phivolcs_mail@phivolcs.dost.gov.ph</p> <p>1.1 If hand-carried, submit the letter of request to the GDAPD staff.</p> <p>1.2 If request was mailed or faxed, confirm by calling if request was received by GDAPD and when request could be accommodated.</p>	<p>1. Receive or acknowledge receipt of the letter request and inform the stakeholder when request can be accommodated or approved and ready for pick-up.</p> <p>1.4 If hand-carried, a GDAPD staff will receive the letter request.</p> <p>1.5 Receipt of letter or request will be acknowledged thru fax, call or email</p> <p>1.6 Forward Letter of request to Office of the Director for approval</p> <p>1.7 GDAPD Staff will call the Stakeholder for update on the status of their request</p>	<p>NONE</p> <p>In case of damage/loss the requester will shoulder the cost of repair or replacement of exhibit package</p>	<p>Three (3) working days</p>	<p>Mr. Melcario Pagtalunan, Senior Science Research Specialist</p>
<p>2. If request has</p>	<p>2. Discuss with the stakeholder the</p>			



<p>been approved, set appointment with GDAPD staff to visit the office and select exhibit materials to be borrowed or loaned</p>	<p>rules and regulations, do's and don'ts for the exhibit materials borrowed</p> <p>2.1 Start processing the request</p>			
<p>3. Set date to pick-up exhibit materials</p>	<p>3. Give the Acknowledgement/ Exhibit Materials Gate Pass form to be filled up by the client</p>			
<p>4. Before exhibit materials can be taken out of DOST-PHIVOLCS, requester and GDAPD staff will fill-out the Acknowledgement / Exhibit Materials Gate Pass form with duplicate.</p> <p>Provide one (1)valid ID to be attached in the filled-out Acknowledgement / Exhibit Materials Gate Pass submitted to GDAPD Staff.</p>	<p>4. Check if all forms are filled-out and attached one (1) valid ID (Company ID or Government issued ID) of the requester</p> <p>4.1 Issue the exhibit materials</p> <p>4.2 GDAPD staff must be present upon releasing and pick-up of the exhibit materials. Strict release of exhibit materials within office hours from 8:00am to 5:00pm.</p>			
<p>5. Return the exhibit materials within the duration agreed upon by the requester and GDAPD staff.</p>	<p>5. Check if all the exhibit materials are complete and free from damages.</p>			



	<p>5.1 If cleared, the ID will be returned to the requester.</p> <p>5.2 Ask the stakeholder to answer the online Stakeholder Satisfaction Form or give a printed copy of the form.</p>			
	TOTAL		3 days	