

**Geology and Geophysics  
Research and Development  
Division (GGRDD)  
External Services**

## 1. Hazards Assessment Service: Earthquake and Volcanic Hazards Assessment Report

The DOST-PHIVOLCS' Hazard Assessment Service (HAS) is one of PHIVOLCS' frontline services that determines if any earthquake and/or volcanic hazard is present in a particular parcel of land of interest to a stakeholder, the result of which is contained in a Hazard Assessment Report (HAR).

**Hazard Assessment Report (HAR)** – is a document that contains the hazard assessment for a particular parcel of land of interest to a stakeholder. The HAR by itself is NOT an approval, endorsement or authorization for further government procedure.

**Simple Transactions** – pertain to one or two site requests for single or multiple hazards where assessment may proceed based on currently available and acceptable hazards information.

**Complex Transactions** – pertain to three to four site requests for single hazard or multiple hazards provided that hazard data or information necessary for assessment are readily available. They can be also be one to two site requests for multiple hazards provided one to two hazards require further analysis

**Highly Technical Transactions** – pertain to three or more site requests for multiple hazards with two or more hazards that require detailed analysis

<b>Office or Division:</b>	Geology and Geophysics Research and Development Division (GGRDD)	
<b>Classification:</b>	Simple, Complex to Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen; G2G – Government to Government; G2B – Government to Business	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
If acquiring auto-generated Hazard Assessment Reports and Summary Hazard Assessments		
1. Computer or a mobile device with access to the internet.	Requesting Party	
If acquiring Hazard Assessment Report for submission to institutions		
1. Computer or a mobile device with access to the internet.	Requesting Party	
2. Digital copy of vicinity map showing the parcel boundary of the land area on Google Earth map or imagery or geographical information of the area.	Requesting Party	
3. Transfer Certificate of Title (TCT) or Tax Declaration of the lot, if applicable. Ensure readable TCT details like lot.	Requesting Party, Land Registration Authority/Registry of Deeds or Local Government Unit/Assessor's Office.	

.number and block number as these will appear in the Hazard Assessment Report. If TCT is not available, Tax Declaration may suffice. If neither TCT nor Tax Declaration is available, fill out address to be indicated in the Hazard Assessment Report.				
4. Online Hazard Assessment Service Form <i>All documents submitted to PHIVOLCS shall be part of PHIVOLCS records and will not be available to the public to ensure privacy. These will not be returned to the client.</i>		Online Hazard Assessment Service (OHAS) Portal ( <a href="https://has.phivolcs.dost.gov.ph">https://has.phivolcs.dost.gov.ph</a> )		
5. Online Hazard Assessment Service Satisfaction Survey Form.		Online Hazard Assessment Service (OHAS) Portal ( <a href="https://has.phivolcs.dost.gov.ph">https://has.phivolcs.dost.gov.ph</a> )		
*CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b><i>If acquiring hazards assessment and reports for reference purposes</i></b>				
1. Visit HazardHunterPH at <a href="https://hazardhunter.georisk.gov.ph">https://hazardhunter.georisk.gov.ph</a> (for site-specific assessment) or GeoAnalyticsPH at <a href="https://geoanalytics.georisk.gov.ph">https://geoanalytics.georisk.gov.ph</a> (for LGU-wide assessment).	1. Site security and maintenance.	None	1 minute, based on system response time	Information Technology Officer II/ of the Geomatics and Hazards Assessment Services Section
2. Generate assessment report.	2. Quality assurance and database maintenance.		5 minutes, based on system response time	
3. Fill out the Feedback Form in either HazardHunterPH and/or GeoAnalyticsPH.	3. Maintenance of feedback forms.		5 minutes	
<b><i>If acquiring Signed Hazard Assessment Reports</i></b>				



<b>Simple Transactions</b>				
1. Access PHIVOLCS OHAS at <a href="https://has.phivolcs.dost.gov.ph">https://has.phivolcs.dost.gov.ph</a>	1. Site security and maintenance		1 minute	Information Technology Officer II/ of the Geomatics and Hazards Assessment Services Section
2. Submit Online Hazard Assessment Request Form with necessary requirements.  *Client receives tracking number and confirmation through email that the request is being processed.	2. Frontline staff reviews filled out form and document attachments.		30 minutes	Science Research Analyst, Science Research Assistant, Science Aide of the Geomatics and Hazards Assessment Services Section
	2.1 Frontline forwards to Officer-of-the-Day.		2 minutes	
	2.2 Officer-of-the-Day conducts hazards assessment using Hazard Hunter PH functionality in OHAS Admin Portal or PHIVOLCS online and local GIS applications (this includes editing and syncing geodatabases, generating and uploading of HAM).		7 hours / within the day of receipt	Science Research Specialist II, Science Research Specialist I of GGRDD
	2.3 Officer-of-the-Day drafts Hazard		10 minutes	Information Technology Officer I / Science



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	<p>Assessment Report (HAR).</p> <p>2.4 Officer-of-the-Day forwards HAR to the Verifier-of-the-Day.</p> <p>2.5 Verifier-of-the-Day receives and checks hazards assessment and HAR.</p> <p>2.6 Verifier-of-the-Day forwards HAR to the Chief or Officer-In-Charge (OIC).</p> <p>2.7 Chief or OIC receives and checks HAR.</p> <p>2.8 Chief or OIC approves HAR.</p>		<p>1 minute</p> <p>7 hours/ within One (1) working day upon receipt</p> <p>1 minute</p> <p>One (1) working day upon receipt, including possible revisions</p> <p>1 minute</p>	<p>Research Specialist II / Science Research Specialist I of GGRDD</p> <p>Supervising Science Research Specialist / Senior Science Research Specialist of GGRDD</p> <p>OIC-Division Chief GGRDD, Supervising Senior Science Research Specialist of GGRDD</p>
<p>3. If from Government, no payment needed.</p>	<p>3. If from Government, HAR is released in OHAS platform.</p>	<p>Free for those covered by applicable Government Issuance's</p>	<p>1 minute</p>	<p>Science Research Analyst, Science Research Assistant, Science Aide of the Geomatics and Hazards Assessment Services Section</p>



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<p>3.1 If Individual Owner, Private Sector, or Consultant, stakeholder deposits payment to PHIVOLCS accredited Payment Channels.</p> <p>If payment is done through PHIVOLCS cashier- Stakeholder gets order of payment from Frontline staff. Proceed to room 103 and present the order of payment to cashier and pay the appropriate fee.</p> <p>3.2 Upload copy of proof of payment at the OHAS Portal using tracking number provided in the email confirmation.</p>	<p>3.1 If Individual Owner, Private Sector, or Consultant, front line staff checks proof of payment submitted online before releasing the HAR in OHAS Portal. <i>Frontline staff may follow up with the client regarding payment.</i></p> <p>If payment is done through PHIVOLCS cashier- Frontline staff issues order of payment to client then, client uploads scanned copy of receipt to OHAS Portal.</p> <p>3.2 The OHAS system or frontline staff notifies requesting party via email that HAR has been released in OHAS.</p>	<p>Php 100.00 (Individual private property owners)</p> <p>Php 500.00 (Private companies)</p>	<p>10 minutes</p> <p>1 minute</p>	<p>Science Research Analyst, Science Research Assistant, Science Aide of the Geomatics and Hazards Assessment Services Section</p> <p>Administrative, Officer V, Cashier - Finance and Administrative Division</p> <p>Science Research Analyst, Science Research Assistant, Science Aide of the Geomatics and Hazards Assessment Services Section</p>
<p>4. Download Hazard Assessment</p>	<p>4. Site security and maintenance.</p>		<p>1 minute</p>	<p>Information Technology</p>



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Report (HAR) from OHAS Portal.				Officer II of the Geomatics and Hazards Assessment Services Section
	<b>TOTAL</b>	<p>Php 100.00 (Individual private property owners)</p> <p>Php 500.00 (Private companies)</p> <p>Free for those covered by applicable Government Issuance's</p>	<p>2 working days, 6 hrs, 59mins (~Three (3) Working days)</p> <p>Note: That all documents /information submitted are complete/correct</p>	

***If acquiring Signed Hazard Assessment Reports***

**1. Complex Transactions**

1. Access PHIVOLCS OHAS at <a href="https://has.phivolcs.dost.gov.ph">https://has.phivolcs.dost.gov.ph</a>	1. Site security and maintenance.		1 minute	Information Technology Officer II of the Geomatics and Hazards Assessment Services Section
2. Submit Online Hazard Assessment Request Form with necessary requirements.	<p>2.1. Frontline staff reviews filled out form and document attachments</p> <p><i>Note:</i>  <i>We will only process requests with sufficient documents submitted. GeomHAS staff shall communicate with stakeholder if documents were found insufficient to begin hazard</i></p>		30 minutes	Science Research Analyst, Science Research Assistant, Science Aide of the Geomatics and Hazards Assessment Services Section



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	<i>assessment</i>			
*Client receives tracking number and confirmation through email that the request is being processed.	2.2. Frontline staff forwards to Officer-of-the-Day.		2 minutes	Science Research Analyst, Science Research Assistant, Science Aide of the Geomatics and Hazards Assessment Services Section
	2.3. Officer-of-the-Day conducts hazards assessment using HazardHunterPH functionality in OHAS Admin Portal or PHIVOLCS online and local GIS applications (this includes editing and syncing geodatabases, generating and uploading of HAM).		Three (3) working days	Information Technology Officer I / Science Research Specialist II / Science Research Specialist I of GGRDD
	2.4. Officer-of-the-Day drafts Hazard Assessment Report (HAR).		10 minutes	
	2.5. Officer-of-the-Day forwards HAR to the Verifier-of-the-Day.		1 minute	





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	<p>2.6. Verifier-of-the-Day receives and checks hazards assessment and HAR.</p> <p>2.7. Verifier-of-the-Day forwards HAR to the Chief or Officer-In-Charge (OIC).</p> <p>2.8. Chief or OIC receives and checks HAR.</p> <p>2.9. Chief or OIC approves HAR.</p>		<p>Two (2) working days, 8hrs including possible revisions</p> <p>1 minute</p> <p>1 day</p> <p>1 minute</p>	<p>Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II of GGRDD</p> <p>OIC-Division Chief GGRDD/ Supervising Senior Science Research Specialist of GGRDD</p>
<p>3. If from Government, no payment needed.</p> <p>3.1 If Individual Owners, Private Sector, or Consultants, stakeholder deposits payment to PHIVOLCS</p>	<p>3. If from Government, HAR is released in OHAS platform.</p> <p>3.1 If Individual Owners, Private Sector, or Consultants, front line staff checks proof of payment submitted to</p>	<p>Free for those covered by applicable Government Issuance's</p> <p>For Individual private property owners: Php 100.00/ per HAR (Earthquake and/or</p>	<p>1 minute</p> <p>10 minutes</p>	<p>Science Research Analyst, Science Research Assistant, Science Aide of the Geomatics and Hazards Assessment Services Section</p>



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<p>accredited Payment Channels.</p> <p>If payment is done through PHIVOLCS cashier- Stakeholder gets order of payment from frontline staff. Proceed to room 103 and present the order of payment to cashier and pay the appropriate fee.</p> <p>3.2 Upload copy of proof of payment at the OHAS Portal using tracking number provided in the email confirmation.</p>	<p>online system before releasing of HAR in OHAS Portal. Frontline staff may follow up with the client regarding payment.</p> <p>If payment is done through PHIVOLCS cashier- frontline staff issues order of payment to client then, client uploads scanned copy of receipt to OHAS Portal.</p> <p>3.2 The OHAS system or frontline staff notifies requesting party via email that HAR has been released in OHAS.</p>	<p>Volcano HAR</p> <p>For Private companies: Php 500.00 per HAR (Earthquake and/or Volcano HAR)</p>	<p>1 minute</p>	<p>Administrative, Officer V, Cashier - Finance and Administrative Division</p> <p>Science Research Analyst, Science Research Assistant, Science Aide of the Geomatics and Hazards Assessment Services Section</p>
<p>4. Download Hazard Assessment Report (HAR) from OHAS Portal.</p>	<p>4. Site security and maintenance.</p>		<p>1 minute</p>	<p>Information Technology Officer II of the Geomatics and Hazards Assessment Services Section</p>
	<p><b>TOTAL</b></p>	<p>Individual private property</p>	<p>6 working days, 8 hrs, 59 mins</p>	



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		<p>owners: Php 100.00/ per HAR</p> <p>Private companies: Php 500.00 per HAR</p> <p>Free for those covered by applicable Government Issuance's</p>	<p>(~Seven (7) Working days) Note: That all documents /information submitted are complete/correct</p>	
<p><b><i>If acquiring Signed Hazard Assessment Reports</i></b></p> <p><b>2. Highly Technical Transactions</b></p>				
<p>1. Access PHIVOLCS OHAS at <a href="https://has.phivolcs.dost.gov.ph">https://has.phivolcs.dost.gov.ph</a></p>	<p>1. Site security and maintenance.</p>		<p>1 minute</p>	<p>Information Technology Officer II of the Geomatics and Hazards Assessment Services Section</p>
<p>2. Submit Online Hazard Assessment Request Form with necessary requirements.</p> <p>*Client receives tracking number and confirmation through email that the request is being processed.</p>	<p>2. Frontline staff reviews filled out form and document attachments.</p> <p>2.1 Frontline staff forwards to Officer-of-the- Day.</p> <p>2.2 Officer-of-the- Day conducts hazards assessment using HazardHunterPH</p>		<p>1 hour</p> <p>2 minutes</p> <p>Twelve (12) working days</p>	<p>Science Research Analyst, Science Research Assistant, Science Aide of the Geomatics and Hazards Assessment Services Section</p> <p>Information Technology Officer I / Science Research Specialist II /</p>



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	<p>functionality in OHAS Admin Portal or PHIVOLCS online and local GIS applications (this includes editing and syncing geodatabases, generating and uploading of HAM).</p> <p>2.3 Officer-of-the-Day drafts Hazard Assessment Report (HAR).</p> <p>2.4 Officer-of-the-Day forwards HAR to the Verifier-of-the-Day.</p> <p>2.5 Verifier-of-the-Day receives and checks hazards assessment and HAR.</p> <p>2.6 Verifier-of-the-Day forwards HAR to the Chief or Officer-In-Charge (OIC).</p> <p>2.7 Chief or OIC receives and</p>		<p>30 minutes</p> <p>1 minute</p> <p>Six (6) working days</p> <p>1 minute</p> <p>1 day</p>	<p>Science Research Specialist I of GGRDD</p> <p>Supervising Science Research Specialist / Senior Science Research Specialist of GGRDD</p> <p>OIC-Division Chief GGRDD, /</p>
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	checks HAR.  2.8 Chief or OIC approves HAR.		1 minute	Supervising  Senior Science Research Specialist of GGRDD
3. If from Government, no payment needed.	3. If from Government, HAR is released in OHAS platform.	Free for those covered by applicable Government Issuances	1 minute	Science Research Analyst Science Research Assistant, Science Aide of the Geomatics and Hazards Assessment Services Section
3.1 If Individual Owners, Private Sector, or Consultants, stakeholder deposits payment to PHIVOLCS accredited Payment Channels.	3.1 If Individual Owners, Private Sector, or Consultants, frontline staff checks proof of payment submitted to online system before releasing of HAR in OHAS Portal. Front line staff may follow up with the client regarding payment.	For Individual private property owners: Php 100.00/ per HAR (Earthquake and/or Volcano HAR)  For Private companies: Php 500.00 per HAR (Earthquake and/or Volcano HAR).	10 minutes	Administrative, Officer V, Cashier - Finance and Administrative Division
If payment is done through PHIVOLCS cashier- Stakeholder gets order of payment from frontline staff. Proceed to Room 103 and present the order of payment to cashier	If payment is done through PHIVOLCS cashier- frontline staff issues order of payment to client then, client uploads scanned copy of receipt to OHAS Portal.			



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and pay the appropriate fee.				
3.2 Upload copy of proof of payment at the OHAS Portal using tracking number provided in the email confirmation.	3.2. The OHAS system or frontline notifies requesting party via email that HAR has been released in OHAS.		1 minute	Science Research Analyst, Science Research Assistant Science Aide of the Geomatics and Hazards Assessment Services Section
4. Download Hazard Assessment Report (HAR) from OHAS Portal	4. Site security and maintenance		1 minute	Information Technology Officer II of the Geomatics and Hazards Assessment Services Section
	<b>TOTAL</b>	Individual private property owners: Php 100.00/ per HAR  Private companies: Php 500.00 per HAR  Free for those covered by applicable Government Issuances	Nineteen (19) working days, 1 hr, 49 minutes (~20 working days) Note: That all documents /information submitted are complete/correct	

*\*Transacting client should observe the minimum health protocols adopted by PHIVOLCS in view of the COVID-19 pandemic.*

## 2. Geology- and Geomatics-related Information package

**Hazard Information Package** – any set of information products pertaining to earthquake- and volcano-related processes generated and produced by the Geology and Geophysics Research and Development Division (GGRDD), and which can be provided in the form of printed or digital maps, reports, or explained in letters and face-to-face consultation, among others.

**Web Map Service (WMS)** – a standard protocol developed by the Open Geospatial Consortium in 1999 for serving geo-referenced map images over the Internet, providing a simple Hyper Text Transmission Protocol (HTTP) for requesting geo-referenced map images (JPEG, PNG, etc.) from one or more distributed geospatial databases.

**Web Feature Service (WFS)** – an interface specified by the Open GIS Consortium (OGC) that allows for the exchange of geographic data across the Web. Through this interface, data manipulation may be done on the geographic features in local computers.

**Data User Agreement (DUA)** – a document, signed between PHIVOLCS and its government stakeholders, stating an agreement on data exchange and usage. DUA may be signed between the Director of PHIVOLCS or his representative and the head of office or Planning/GIS/IT Officer of government agencies requesting GIS products. It ensures that PHIVOLCS hazards information is properly handled by its stakeholders.

**Memorandum of Understanding (MOU)** – a document, signed between PHIVOLCS and its non-government stakeholders, stating an agreement on data exchange and usage. MOU is signed between the director of PHIVOLCS and the head of its non-government stakeholders, and other similar offices requesting GIS products. It ensures that PHIVOLCS hazards information is properly handled by its stakeholders.

<b>Office or Division:</b>	Geology and Geophysics Research and Development Division (GGRDD)			
<b>Classification:</b>	Simple, Complex to Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen; G2G – Government to Government; G2B – Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Computer or a mobile device with access to the internet		Requesting Party		
<b>*CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
If requesting for Web Map/Feature Services for reference purposes				



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<p>1. Access the Geomatics GIS Web Portal at <a href="https://gisweb.phivolcs.dost.gov.ph/gisweb/geomatics-services-request">https://gisweb.phivolcs.dost.gov.ph/gisweb/geomatics-services-request</a>.</p>	<p>1. Site security and maintenance</p>	<p>None</p>	<p>1 minute, based on system response time</p>	<p>Information System Analyst II of the Geomatics and Hazards Assessment Services Section</p>
<p>2. Fill out and submit the Geomatics Data and Services Form.</p>	<p>2. Receive client request (automated reply email).  Geomatics Monthly Monitor (GeMM) may contact client for clarifications or if data requested is unavailable.</p>	<p>None</p>	<p>5 minutes, based on system response time</p>	<p>Information Technology Officer I/ Science Research Specialist II/ Science Research Specialist I of the Geomatics and Hazards Assessment Services Section</p>
<p>3. Fill out the Data User Agreement (DUA) or Memorandum of Understanding (MOU) attached in the automated reply email and send to <a href="mailto:geomatics@phivolcs.dost.gov.ph">geomatics@phivolcs.dost.gov.ph</a>.</p>	<p>3. Check validity of DUA/MOU.  3.1 Forward DUA/MOU to Agency Head or Division Chief.  3.2 Obtain approval from Agency Head or Division Chief by signing DUA or MOU.</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>1 minute</p> <p>Two (2) working days</p>	<p>Information Technology Officer I / Science Research Specialist II/ Conrado Science Research Specialist I of the Geomatics and Hazards Assessment Services Section</p> <p>Head of Agency, Director IV, or OIC-Division Chief GGRDD</p>
<p>4. Check email for Web</p>	<p>4. *Geomatics</p>	<p>None</p>	<p>1 minute</p>	<p>Information</p>





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Services link.	<i>Monthly Monitor (GeMM)</i> drafts template reply email for release of the Web Services link with explanations on other concerns to the stakeholder.			Technology Officer I/ Science Research Specialist II/ Science Research Specialist I
5. Fill out and submit Stakeholder Satisfaction Form.	5. Maintenance of feedback forms.	None	5 minutes	Senior Science Research Specialist † of the Geomatics and Hazards Assessment Services Section
	TOTAL	None	Two (2) working days and 18 minutes	
<b><i>If requesting for Earthquake and Volcanic Hazards Map Layouts</i></b>				
1. Access the Geomatics GIS Web Portal at <a href="https://gisweb.phivolcs.dost.gov.ph/gisweb/earthquake-volcano-related-hazard-gis-information">https://gisweb.phivolcs.dost.gov.ph/gisweb/earthquake-volcano-related-hazard-gis-information</a> or at <a href="https://hazardhunter.georisk.gov.ph">https://hazardhunter.georisk.gov.ph</a> .	1. Site security, maintenance and ensure map repository and hazard maps are up-to-date.	None	1 minute	
2. Select area to sort (from National to Municipal level).		None	1 minute	
3. Select hazard/s		None	1 minute	
4. Click Submit and wait for results to appear.		None	1 minute, based on system response time	
5. Click thumbnails to		None	1 minute,	



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download hazard maps.			based on system response time	
	TOTAL	None	5 Minutes	
<b><i>If requesting information not available at PHIVOLCS' online hazard assessment platforms</i></b>				
1. Send request addressed to <b>DR. TERESITO C. BACOLCOL</b> , Director, PHIVOLCS by emailing it to <a href="mailto:od@phivolcs.dost.gov.ph">od@phivolcs.dost.gov.ph</a> or <a href="mailto:ggrdd.mail@phivolcs.dost.gov.ph">ggrdd.mail@phivolcs.dost.gov.ph</a> .	1. Review the request and forward to specific technical or concerned group/s or personnel.	None	Three (3) working days, or if request is complex, DOST-PHIVOLCS acknowledges receipt of the request and indicates time of release to stakeholders	OIC-Division Chief GGRDD
	1.1 Technical personnel/ concerned group process the request.  1.2 Draft reply on information being requested.	None	One (1) day	<i>Technical Personnel/ Concerned Section</i>
2. Receive email reply.	2. Approval and release of reply via email.	None	1 minute	OIC-Division Chief GGRDD
	<b>TOTAL</b>	None	Four (4) Working days, 1 minute	

*\*Transacting client should observe the minimum health protocols adopted by PHIVOLCS in view of the COVID-19 pandemic.*