DOST-PHIVOLCS

Geologic Disaster Awareness and Preparedness Division (GDAPD)

External Services

3. Outside Lecture Package

DOST-PHIVOLCS provides a lecture package to various stakeholders that includes resource person(s) either as lecturer, facilitator, and observer to requesting organizations. Standard lecture packages cover basic information on volcanoes, earthquakes, tsunami and other related geotectonic phenomena. Also, specialized topics related to Geosciences and Disaster Risk Reduction could be included in the lecture package upon request. 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; G2G – Government to Government; G2B – Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Computer or mobile device with access to the internet.	Requesting Party
2. **Letter of request is required**. Address all letters to **DR. TERESITO C. BACOLCOL**, Director, PHIVOLCS. Please state the following: ● topic ● number and type of participants ● place, date and time of lecture ● contact landline/mobile number(s) ● contact person of requesting organization	2nd Floor, Room 202, Geologic Disaster Awareness and Preparedness Division (GDAPD)
3. For outside Metro Manila that requires a Travel Order, **requests must be submitted 20 working days before the scheduled activity** for preparation and processing of travel documents. 3.1 **Requestee should provide:** ● Transportation of resource person from and back to DOST-PHIVOLCS Office ● Computer and LED/LCD projector for presentation purposes e.g. PowerPoint ● Meal and accommodation if outside Metro Manila and requiring overnight stay.	

*CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For online request				
1. Access the Request Form for Outside Lecture Packages: https://bit.ly/request-lecture	1. GDAPD staff receives and sends acknowledgement of request.	None, incidental travel expenses if incurred by Resource Person	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
2. Submit the online request form with necessary requirements. * Client receives the acknowledgement receipt.	2. GDAPD staff reviews the accomplished online request form and the document attached. For specific requests or invitations for Dr. Teresito C. Bacolcol as resource person should be forwarded to the Office of the Director.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
3. Coordinate with DOST-PHIVOLCS for final logistical arrangement e.g. transportation, online platform.	3. GDAPD staff will confirm the availability of the requested date, resource person, and logistical arrangement (e.g venue, time, platform, transportation) and forward to the requisitioner the link	None	1.5 working days including the assignment of resource person	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section

	https://bit.ly/CoordinatorCSF for Client Satisfaction Feedback (CSF) form for Coordinator.			
4. Fill-out and submit the Client Satisfaction Feedback (CSF) form	4. GDAPD staff receives and reviews the Client Satisfaction Feedback (CSF) form	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
	4.1 GDAPD sends final confirmation details (date, time, and resource person) and logistical arrangement.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
	TOTAL	None, incidental travel expenses if incurred by Resource Person	1.5 working days and 7 minutes	
For hand-carry/ courier request				
1. Send letter of request thru hand-carry/courier. Letter of request must be sent to DOST-PHIVOLCS at least two (2) weeks prior to date of activity.	1. GDAPD staff receives the letter of request	None, incidental travel expenses if incurred by Resource Person	5 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
1.1 Call DOST-PHIVOLCS to inform about your hand-carried / courier request	1.1 Send acknowledgement of request thru call or email	None	1 minute	Science Research Specialist/ Analyst/ Assistant of

prior to the visit				DRR Capacity Building Section
2. Client receives the acknowledgement receipt	2. GDAPD staff reviews the letter of request. For specific requests or invitations for Dr. Teresito C. Bacolcol as resource person should be forwarded to the Office of the Director.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
3. Coordinate with DOST-PHIVOLCS for final logistical arrangement e.g. service vehicle, online platform	3. GDAPD staff will confirm the availability of the requested date, resource person, and logistical arrangement (e.g venue, time, platform, transportation) and forward to the requisitioner the link https://bit.ly/CoordinatorCSF for Client Satisfaction Feedback (CSF) form for Coordinator.	None	1.5 working days including the assignment of resource person	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
4. Fill-out and submit the Client Satisfaction Feedback (CSF) form	4. GDAPD staff receives and reviews the Client Satisfaction Feedback (CSF) form	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section

	4.1 GDAPD sends final confirmation details (date, time, and resource speaker) and logistical arrangement.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
	TOTAL	None, incidental travel expenses if incurred by Resource Person	1.5 working days and 12 minutes	
If non-online/email request				
1. Send a letter of request to pivs_lectures@phivolcs.dost.gov.ph or *fax at (02) 8927-4524.* Letter of request must be received by DOST-PHIVOLCS at least two (2) weeks prior to the date of activity.	1. GDAPD staff receives and sends acknowledgement of request.	None, incidental travel expenses if incurred by Resource Person	5 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
2. Client receives the acknowledgement receipt.	2. GDAPD staff review letter of request. For specific requests or invitations for Dr. Teresito C. Bacolcol as resource person should be forwarded to the	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section

	Office of the Director.			
3. Coordinate with DOST-PHIVOLCS for final logistical arrangement e.g. service vehicle, online platform.	3. GDAPD staff will confirm the availability of the requested date, resource person, and logistical arrangement (e.g venue, time, platform, transportation) and forward to the requisitioner the link https://bit.ly/CoordinatorCSF for Client Satisfaction Feedback (CSF) form for Coordinator.	None	1.5 working days including the assignment of resource person	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
4. Fill out and submit the Client Satisfaction Feedback (CSF) form	4. GDAPD staff receives and reviews the Client Satisfaction Feedback (CSF) form.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity BuildingSection
	4.1 GDAPD sends final confirmation details (date, time, and resource speaker) and logistical arrangement.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Capacity Building Section
	TOTAL	None, incidental travel expenses if incurred by Resource Speaker	1.5 working days and 11 minutes	

DOST-PHIVOLCS

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.

Office or Division:	Geologic Disaster Awareness and Preparedness Division (GDAPD)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen; G2G – Government to Government; G2B – Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Computer or mobile device with access to the internet.	Requesting party
2. Fill-out request form for all materials. For **multiple (50 or more) copies** of printed materials: **Letter of request is required**. Address all letters to **DR. TERESITO C. BACOLCOL,** Director**,** 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 the purpose of the client. Make sure that the client has complete contact information in their letter of request Additional requirements: Requesting organizations should provide transportation (pick-up) or courier of the requested printed materials.	2nd Floor, Room 202, Geologic Disaster Awareness and Preparedness Division (GDAPD) You may access the online request form: https://bit.ly/Digital-RequestForm Downloadable information materials: https://phivolcs.dost.gov.ph/index.php/publications/general-information-products
3. For **digital copy** of high resolution materials: **Letter of request is required.** Address all letters to **DR. TERESITO C.**	You may access the online request form: https://bit.ly/Digital-RequestForm Downloadable information materials: https://phivolcs.dost.gov.ph/index.php/publicatio

BACOLCOL, Director, PHIVOLCS. Indicate the title of material and purpose and complete contact information of the requester.		ns/general-information-products		
***CLIENT STEPS**	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
For obtaining information materials as reference				
1. Visit DOST-PHIVOLCS website at www.phivolcs.dost.gov.ph. Choose publication menu to view list of available downloadable information materials.	Site security and maintenance.	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
2. Download copy of selected information materials in pdf/jpg/png copy	Site security and maintenance.	None	2 minutes	Science Research Specialist/ Analyst /Assistant of DRR Materials Development Section
	TOTAL	None	4 minutes	
For multiple copies of printed materials: online request				
1. Access the Request Form For Print Materials: https://bit.ly/PrintRequestfForm.	1. GDAPD staff receives and sends acknowledgement of request.	None (Transportation of requested printed materials should be Shouldered by the requester)	2 minutes	Science Research Specialist/ Analyst /Assistant of DRR Materials Development Section
2. Submit the online request form with necessary requirements.	2. GDAPD staff reviews the accomplished online request form and the	None	2 minutes	Science Research Specialist/ Analyst /Assistant of DRR Materials

	document attached.			Development Section
* Client receives the acknowledgement receipt	2.1 Forward letter of request to Division Chief for approval. 2.2 Gather and prepare the requested information materials. *(Preparation of printed materials based on the pick-up date, at least two days before the pick-up date or as stated in the letter.)*	None None	1 minute 20 minutes	Science Research Specialist/ Analyst /Assistant of DRR Materials Development Section Science Assistance/ Aide of DRR Materials Development Section
3. Coordinate with DOST-PHIVOLCS for final logistical arrangement e.g. date and time of pick-up or courier services.	3. GDAPD staff will confirm the request including the logistical arrangement date and time of pick-up or courier services.	None	5 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	3.1 Forward to the requisitioner the link https://tinyurl.com/PHIVOLCSCustomerFeedbackForm for Client Satisfaction	None	1 minute	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section

	Form (CSF) for Frontline Services			
4. Fill out the Client Satisfaction Feedback (CSF) form for Frontline Services (online/printed) and submit.	4. Receive and review if the Client Satisfaction Feedback (CSF) form is properly and completely filled out.	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
5. Claim the printed materials.	5. Release the requested information materials to the stakeholder at the DOST-PHIVOLCS Lobby.	None	2 minutes	Science Research Specialist/ Analyst /Assistant of DRR Materials Development Section
	TOTAL	None (Transportation of requested printed materials should be Shouldered by the requester)	35 minutes	
For walk-in request (less than 50 copies)				
1. Request printed copy of information materials.	1. Provide a request form for print materials.	None	1 minute	Science Research Specialist/ Analyst /Assistant of DRR Materials Development Section
2. Fill out the request	2. Receive and review	None	2 minutes	Science

form for print materials and submit to GDAPD staff.	the accomplished form.			Research Specialist/ Analyst /Assistant of DRR Materials Development Section
* Client will wait for the requested materials to be prepared.	2.1 Gather and prepare the requested information materials. 2.2 Ask the client to answer the online Client Satisfaction Feedback (CSF) form for Frontline Services (https://tinyurl.com/PHIVOLCSCustomerFeedbackForm) or give a printed copy of the form (if online is not accessible).	None None	20 minutes 2 minutes	Science Assistant/ Aide of DRR Materials Development Section Science Assistant/ Aide of DRR Materials Development Section
3. Fill out the Client Satisfaction Feedback (CSF) form for Frontline Services (online/printed) and submit.	3. Receive and review the Client Satisfaction Feedback (CSF) form	None	5 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
4. Claim the printed materials.	4. Release the requested information materials to the stakeholder at the DOST-PHIVOLCS Lobby.	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	TOTAL	None	32 minutes	

If multiple (50 or more) copies of printed materials: hand-carry/ courier				
1. Send letter of request thru hand-carry/ courier.	1. GDAPD staff receives letter request.	None	3 minutes	Science Research Specialist/ Analyst /Assistant of DRR Materials Development Section
	1.1.a If hand-carried request from provinces, inform the client on the availability of requested materials.	None	10 minutes	Science Research Specialist/ Science Research Analyst/Assistant of DRR Materials Development Section
	1.1.b If couriered, send acknowledgement and update on the status of request thru call or email.	None	10 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	1.2 Forward Letter of request to Division Chief for approval.	None	1 minute	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	1.3 Provide request form for print materials print or online.	None	1 minute	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
2. Fill-out the request form for print materials and submit to GDAPD	2. GDAPD staff receives and reviews the accomplished	None	2 minutes	Science Research Specialist/ Analyst/Assistant

staff.	form. Attach their letter of request.			of DRR Materials Development Section
* Client will wait for the requested materials to be prepared.	2.2 Gather the requested information materials. (Preparation of printed materials based on the pick-up date, at least two days before the pick-up date or as stated in the letter.) 2.3 Ask the client to answer the online Client Satisfaction Feedback (CSF) form for Frontline Services (https://tinyurl.com/PHIVOLCSCustomerFeedbackForm) or printed copy of the form (if online is not accessible)	None	20 minutes	Science Assistant/Aide of DRR Materials Development Section Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
3. Fill-out the Client Satisfaction Feedback (CSF) form for Frontline Services (online/printed) and submit.	3. GDAPD staff receives and reviews if the Client Satisfaction Feedback (CSF) form is properly and completely filled-out.	None	5 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
4. Claim the printed materials.	4. Release the requested information materials to the stakeholder at the DOST-PHIVOLCS Lobby.	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section

	TOTAL	None	54 minutes	
For multiple (50 or more) copies of printed materials: email				
1. Send letter of request thru email at *phivolcs_mail@phivolcs.dost.gov.ph. or fax at (02) 8927-4524.*	1. Receive letter request.	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	1.1 Send acknowledgement and update on the status of request thru call or email.	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
* Client receives the acknowledgement receipt.	1.2 Forward Letter of request to Division Chief for approval.	None	1 minute	Science Research Specialist/ Analyst/Assistant t of DRR Materials Development Section
	1.3 Provide request form for print materials print or online https://bit.ly/PrintRequestfForm	None	1 minute	Science Research Specialist/ Analyst/Assistant t of DRR Materials Development Section
2. Fill-out the request form for print materials and submit to GDAPD staff	2. Receive and review the accomplished form. Attach their letter of request	None	2 minutes	Science Research Specialist/ Analyst/Assistant t of DRR Materials Development Section
	2.1 Gather the requested	None	20 minutes	Science

	information materials (Preparation of printed materials based on the pick-up date, at least two days before the pick-up date or as stated in the letter.)			Research Assistant/ Science Aide of DRR Materials Development Section
	2.2 Ask the client to answer the online Client Satisfaction Feedback (CSF) form for Frontline Services (https://tinyurl.com/PHIVOLCSCustomerFeedbackForm) or provide a printed copy of the form (if online is not accessible)	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
3. Fill-out the Client Satisfaction Feedback (CSF) form for Frontline Services (online/printed) and submit.	3. Receive and review if the Client Satisfaction Feedback (CSF) form is properly and completely filled-out	None	5 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
4. Claim the printed materials.	4. Release the requested information materials to the stakeholder at the DOST-PHIVOLCS Lobby.	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	TOTAL	None	37 minutes	
For digital copy of high resolution information materials: online request				

1. Access the Request Form. For Print Materials: https://bit.ly/Digital-RequestForm * Client receives the acknowledgement receipt	1. GDAPD staff receives and sends acknowledgement of request.	None	1 minute	Science Research Specialist/ Analyst/ /Assistant of DRR Materials Development Section
2. Submit the online request form with necessary requirements.	2. GDAPD staff review the accomplished online request form and the document attached.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	2.1 Forward letter of request to Division Chief for approval.	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	2.2 Provide copy of DOST-PHIVOLCS Audiovisual and Digital Information Material User Agreement (print or digital file).	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
3. Fill out and sign DOST-PHIVOLCS Audiovisual and Digital Information Material User	3. Receive and review the accomplished form. Attach their letter of request.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section

Agreement (print or digital file) form and submit to GDAPD staff.	3.1 Compile the request digital copy of materials	None	1 working day	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	3.2 Ask the client to answer the online Client Satisfaction Feedback (CSF) form for Frontline Services (https://tinyurl.com/PHIVOLCSCustomerFeedbackForm) or provide a printed copy of the form (if online is not accessible).	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
4. Fill-out the Client Satisfaction Feedback (CSF) form for Frontline Services (online/printed) and submit.	4. Receive and review if the Client Satisfaction Feedback (CSF) form is properly and completely filled-out.	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
5. Claim the requested digital information materials thru email.	5. Release the digital copy of requested information materials to the client thru email.	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	TOTAL	None	1 working day and 12 minutes	
For digital copy of high-resolution information materials: hand-carry/ courier request				
1. Send letter of request thru hand-carry/ courier.	1. GDAPD staff will receive the letter.	None	1 minute	Science Research Specialist/ Analyst/Assistant

				of DRR Materials Development Section
1.1 Call DOST-PHIVOLCS to inform about your hand-carried / courier request prior to the visit. * Client receives the acknowledgement receipt	1.1.a. If hand-carried request from provinces, inform the client on the availability of requested materials. 1.1.b. If send thru courier, acknowledge and update on the status of request thru call or email.	None None	1 minute 1 minute	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	1. 2 Forward Letter of request to Division Chief for approval. 1.3 Provide copy of DOST-PHIVOLCS Audiovisual and Digital Information Material User Agreement (print or digital file).	None None	1 minute 1 minute	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
2. Fill out and sign DOST-PHIVOLCS Audiovisual and Digital Information Material User Agreement (print or digital file) form and submit to GDAPD staff.	2. Receive and review the accomplished form. Attach their letter of request.	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section

	2.1 Compile the request digital copy of materials.	None	1 working day	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	2.2 Ask the client to answer the online Client Satisfaction Feedback (CSF) form for Frontline Services https://tinyurl.com/PHIVOLCS Client Satisfaction Feedback (CSF) form or provide a printed copy of the form (if online is not accessible).	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
3. Fill out the Client Satisfaction Feedback (CSF) form for Frontline Services (online/printed) and submit	3. Receive and review if the form is properly and completely filled out	None	5 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
4. Claim the requested digital information materials thru email or pick-up	4. Release the digital copy of requested information materials to the client thru email or save in external storage (e.g. CD, DVD, USB flash drives, etc.)	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	TOTAL	None	1 working day and 16 minutes	
For digital copy of materials: email request				

1. Send letter of request thru email at *phivolcs_mail@phivolcs.dost.gov.ph*. * Client receives the acknowledgement receipt	1. Receive and send acknowledgement of request to the stakeholder thru email	None	1 minute	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	1.1 Forward Letter of request to Division Chief for approval	None	1 minute	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	1.2 Provide online digital materials request form https://bit.ly/Digital-RequestForm	None	1 minute	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
2. Fill out the online digital materials request form and submit to GDAPD staff	2. Receive and review the accomplished form. Attach their letter of request (optional)	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	2.1 Compile the request digital copy of materials	None	One (1) working day	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	2.2 Ask the client to answer the online Client Satisfaction	None	2 minutes	Science Research Specialist/ Analyst/Assistant

	Feedback (CSF) form for Frontline Services (https://tinyurl.com/PHIVOLCSCustomerFeedbackForm)			of DRR Materials Development Section
3. Fill out the Client Satisfaction Feedback (CSF) form for Frontline Services (online/printed) and submit	3. Receive and review if the Client Satisfaction Feedback (CSF) form is properly and completely filled out	None	3 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
4. Claim the requested digital information materials thru email or pick-up	4. Release the digital copy of requested information materials to the client thru email or save in external storage (e.g. CD, DVD, USB flash drives, etc.).	None	2 minutes	Science Research Specialist/ Analyst/Assistant of DRR Materials Development Section
	TOTAL	None	One (1) working day and 12 minutes	

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.

Office or Division:	Geologic Disaster Awareness and Preparedness Division (GDAPD)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen; G2G – Government to Government; G2B – Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Computer or mobile device with access to the internet.	Requesting party
2. **Letter of Request.** Address all letters to **DR. TERESITO C. BACOLCOL,** Director, PHIVOLCS. Letters must contain signatures over printed name letters must also contain the complete address and contact landline/mobile number of the requester. Name of school, organization or office and number of participants should also be indicated. **Total number of participants** (including parents, faculty and staff) per package **must not exceed 100**.	2nd Floor, Room 202, Geologic Disaster Awareness and Preparedness Division (GDAPD)
3. **Strict compliance with time reservation is expected.** We emphasize that clients must book/reserve the time that is most realistic for the group taking into account the travel time (including allowance for traffic, etc.) from the point of origin to DOST-PHIVOLCS.	
4. **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.				
5. Acceptance of bookings is on a **first come first serve basis**. **DOST-PHIVOLCS reserves the right to reschedule or cancel bookings during unexpected events.**				
6. Coordinators must remind all the participants of 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**.		Requesting party		
***CLIENT STEPS**	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
For virtual exhibit tour as reference				
1. Visit DOST-PHIVOLCS website at https://bit.ly/ExhibitVirtualTour	1. Site security and maintenance.	None	1 minute based on the website response time	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
2. Fill out the log-in form to view the virtual exhibit tour.	2. Maintenance of the website/system.	None	1 minute based on the website response time	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
3. Fill out the virtual exhibit tour evaluation upon exit.	3. Check evaluation data of the website/system.	None	1 minute based on the website response time	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	TOTAL	None	3 minutes	
For online request				

1. Access the educational tour request form https://bit.ly/PIVSEducTourRegistration	1. GDAPD staff receives and sends acknowledgement of request.	Non-refundable entrance fee of PHP5.00/ person	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
2. Fill out and submit the online request form with necessary requirements. * Client receives the acknowledgement receipt.	2. GDAPD staff will review the accomplished online request form and the document attached. 2.1 Forward letter of request to Division Chief for approval.	None None	2 minutes 1 minute	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
3. Coordinate (call/email) with DOST-PHIVOLCS for final logistical arrangement.	3. GDAPD staff will confirm (call/email) the request including the logistical arrangement and instructions (date, payment, etc.).	None	10 minutes	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
	3.1 Remind stakeholders that unconfirmed bookings and last-minute changes especially on the time of reservation will not be entertained.	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
	3.2 Forward to the requisitioner the link https://bit.ly/PIVSCoordinatorEvaluation	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section

	for Client Satisfaction Feedback (CSF) form for Coordinator			
4. Fill out and submit the Client Satisfaction Feedback (CSF) form	4. GDAPD staff receives and reviews the Client Satisfaction Feedback (CSF) form	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
	TOTAL	Non-refundable entrance fee of PHP5.00/ person	18 minutes	
For hand-carry/courier/email request				
1. Send letter of request thru the following channels. a. Hand-carry/courier b. Email: phivolcs_mail@phivolcs.dost.gov.ph.	1. Receive and send acknowledgement of request to the stakeholder thru call/ email**.**	Non-refundable entrance fee of PHP5.00/ person	3 minutes	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
	1.1 Forward the educational tour request form https://bit.ly/PIVSEducTourRegistration	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
2. Fill out and submit the online request form with necessary requirements. * Client receives the acknowledgement receipt.	2. GDAPD staff will review the accomplished online request form and the document attached.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
	2.1 Forward letter of request to Division Chief for approval.	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR

				R&D Section
3. Coordinate (call/email) with DOST-PHIVOLCS for final logistical arrangement.	3. GDAPD staff will confirm (call/email) the request including the logistical arrangement and instructions (date, payment, etc.). Remind stakeholders that unconfirmed reservations and last-minute changes especially on the scheduled time will not be entertained	None	14 minutes	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
	3.1 Forward to the requisitioner the link https://bit.ly/PIVSCoordinatorEvaluation for Client Satisfaction Feedback (CSF) form for Coordinator.	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
4. Fill-out and submit the Client Satisfaction Feedback (CSF) form	4. GDAPD staff receives and reviews the Client Satisfaction Feedback (CSF) form	None	2 minutes	Science Research Specialist/Analyst/ Assistant of DRR R&D Section
	TOTAL	Non-refundable entrance fee of PHP5.00/ person	25 minutes	
Actual tour arrangement:				

1. Coordinator will meet with DOST-PHIVOLCS Educational tour coordinator upon arrival at DOST-PHIVOLCS for the fee's assessment, and pay the total amount assessed to cashier and present the Official receipt as proof of payment.	1. GDAPD staff will meet the tour coordinator and issue an Order of Payment.	Non-refundable entrance fee of PHP5.00/ person	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
2. Pay the entrance fee. Proceed to Room 103 and present the order of payment to cashier and pay the appropriate fee. *Tour coordinator must ensure an orderly manner by which the participants/visitors are to enter the DOST- PHIVOLCS facility.	2. Accept payment based on the order of payment 2.1 Check the Official Receipt	None None	2 minutes 1 minute	Administrative, Officer V - Finance and Administrative Division Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
3. Distribute the Education Tour evaluation form to the visitors/participants.	3. Provide the Education Tour evaluation form online link https://bit.ly/PIVSEducTourEvaluation or provide a printed copy.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section
4. Fill-out and submit the Client Satisfaction Feedback (CSF) form	4. GDAPD staff receives and reviews the Client Satisfaction Feedback (CSF)	None	5 minutes	Science Research Specialist/ Analyst/ Assistant of DRR R&D Section

	form			
	TOTAL	Non-refundable entrance fee of PHP5.00/ person	12 minutes	

DOST-PHIVOLCS

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

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

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

Also available are digital photograph collections on earthquake, tsunami and volcanoes. ***add definition/description on the YouTube app

Office or Division:	Geologic Disaster Awareness and Preparedness Division (GDAPD)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen; G2G – Government to Government; G2B – Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Computer or mobile device with access to the internet.	Requesting party
2. Filled out request form for Photo and Video Packages.	2nd Floor, Room 202, Geologic Disaster Awareness and Preparedness Division (GDAPD)
3. Data User Agreement form if necessary.	

***CLIENT STEPS**	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
For quick information online				
1. Visit the DOST-PHIVOLCS official YouTube Channel https://www.youtube.com/c/DOSTPHIVOLCSOf	1. Site security and maintenance.	None	1 minute based on the website response time	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development

ficial				Section
2. Download copy of video selected information materials in mpg format.	2. Site security and maintenance	None	~2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	TOTAL	None	3 minutes	
For online request				
1. Access the photo and video packages request form https://bit.ly/PhotoVideoRequest	1. GDAPD staff receives and sends acknowledgement of request.	PhP50.00 per documentary PhP10.00 per photograph or image (additional PhP25.00 for CD or DVD)	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
1. Fill out and submit the online request form * Client receives the acknowledgement receipt	2. GDAPD staff will review the accomplished online request form and the document attached 2.1 Provide copy of DOST-PHIVOLCS Audiovisual and Digital Information Material User Agreement (print or digital file)	None None	2 minutes 1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
2. Fill-out and sign DOST-PHIVOLCS Audiovisual and Digital Information Material User Agreement (print or digital file) form and submit to GDAPD	3. GDAPD staff receives and reviews the accomplished agreement form.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section

staff				
	3.1 Compile the requested video/s or photos.	None	One (1) working day (maximum, including selection materials from the archive)	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	3.2 Inform client on the payment and claiming instruction (claiming date, email/physical copy).	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
.	3.3 Issue an Order of Payment and send to requester (image or scanned copy).	None	1 minute	Science Research Specialist/ Analyst of DRR Materials Development
4. Proceed to Room 103 and present the order of payment to the cashier and pay the appropriate fee.	4. Accept payment based on the issued Order of Payment	None	2 minutes	Administrative, Officer V, Cashier - Finance and Administrative Division
	4.1 Issue the Official Receipt	None	2 minutes	Administrative, Officer V - Finance and Administrative Division
5. Fill-out the Client Satisfaction Feedback (CSF) form for Frontline Services (online/printed) and submit	5. Provide a printed copy of the Client Satisfaction Feedback (CSF) form for Frontline Services and ask the client to answer the Client Satisfaction Feedback (CSF) form for Frontline	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section

	Services			
	5.1 Receive and review if the form is properly and completely filled-out	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
6. Claim the requested digital information materials thru email. *Send digital copy of the Official Receipt as proof of payment	6. Release the digital copy of requested information materials to the client thru email (based on the claim date stated on the form)	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	TOTAL	PhP50.00 per documentary PhP10.00 per photograph or image (additional PhP25.00 for CD or DVD)	One (1) working day and 18 minutes	
For hand-carry/courier/email request				
1. Send letter of request thru the following channels. a. Hand-carry/courier b. Email: phivolcs_mail@phivolcs.dost.gov.ph	1. GDAPD staff receives and sends acknowledgement of request.	PhP50.00 per documentary PhP10.00 per photograph or image (additional PhP25.00 for CD or DVD)	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	1.1 Forward the photo and video packages request form https://bit.ly/PhotoVideoRequest	None	2 minutes	Science Research Specialist/Analyst/ Assistant of DRR Materials Development Section

2. Fill out and submit the online request form with necessary requirements.	2. GDAPD staff will review the accomplished online request form and the document attached.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
* Client receives the acknowledgement receipt.	2.1 Provide copy of DOST-PHIVOLCS Audiovisual and Digital Information Material User Agreement (print or digital file).	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
3. Fill-out and sign DOST-PHIVOLCS Audiovisual and Digital Information Material User Agreement (print or digital file) form and submit to GDAPD staff.	3. Receive and review the accomplished agreement form	None	2 minutes	Science Research Specialist/Analyst/ Assistant of DRR Materials Development Section
	3.1 Compile the requested video/s or photos	None	One (1) working day (maximum, including selection materials from the archive)	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	3.2 Inform client on the payment and claiming instruction (claiming date, email/physical copy).	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	3.3 Issue an Order of Payment	None	2 minutes	Science Research Specialist/ Analyst/

	(printed/scanned/image copy).			Assistant of DRR Materials Development Section
4. Proceed to Room 103 and present the order of payment to cashier and pay the appropriate fee.	4. Accept payment based on the issued Order of Payment.	None	2 minutes	Administrative Officer V - Finance Administrative Division
	4.1 Issue the Official Receipt.	None	2 minutes	Administrative Officer V - Finance Administrative Division
5. Present the Official Receipt issued by DOST-PHIVOLCS Cashier to the GDAPD staff for documentation. This also serves as a claim stub.	5. Check the Official Receipt.	None	2 minutes	Science Research Specialist/Analyst/ Assistant of DRR Materials Development Section
	5.1 Indicate in the Official Receipt the date when to claim the document requested.	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	5.2 Ask the client to answer the online Client Satisfaction Feedback (CSF) form for Frontline Services (https://tinyurl.com/PHIVOLCSCustomerFeedbackForm) or provide printed copy of the form (if online is not accessible)	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section

6. Fill-out the Client Satisfaction Feedback (CSF) form for Frontline Services (online/printed) and submit.	6. Receive and review if the Client Satisfaction Feedback (CSF) form is properly and completely filled-out.	None	3 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
7. Claim the requested digital information materials thru email.	7. Release the digital copy of requested information materials to the client thru email. (based on the claim date stated on the form)	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	TOTAL	PhP50.00 per documentary PhP10.00 per photograph or image (additional PhP25.00 for CD or DVD)	One (1) working day and 26 minutes	

DOST-PHIVOLCS

7. Information Package: Exhibit and Earthquake Simulator with Facilitator Package

One of the strategies of DOST-PHIVOLCS to disseminate information related to its mandate is through exhibit packages. These exhibit packages mainly contain information about earthquakes, tsunami and a volcano that will help to mitigate geologic hazards. DOST-PHIVOLCS main office and some of its field stations have exhibit displays to raise awareness and preparedness to its stakeholders. The exhibits are composed of posters, 3D models, and other available interactive display of the Institute. Also, a mobile earthquake simulator is one of the exhibit features to provide experiential learning to the users' particularly who have not yet experienced an earthquake and teach them how to protect themselves during ground shaking.

DOST-PHIVOLCS may also provide technical assistance in the design of exhibit and assign a resource person to discuss the content of the exhibit.

Office or Division:	Geologic Disaster Awareness and Preparedness Division (GDAPD)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen; G2G – Government to Government; G2B – Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Computer or mobile device with access to the internet.	Requesting party
1. **Letter of Request is required**. Address all letters to **DR. TERESITO C. BACOLCOL,** Director, PHIVOLCS. Indicate the topics of interest, date, duration and venue of exhibit, targeted audience and materials needed. Acceptance of requests is on **first come first serve basis**. **DOST-PHIVOLCS reserves the right to reschedule or cancel requests for unexpected events.** **Additional requirements:** Requesting organization should **provide transportation** (pick-up and return of exhibit and resource person to DOST-PHIVOLCS Office). 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).	2nd Floor, Room 202, Geologic Disaster Awareness and Preparedness Division (GDAPD)
Meal and accommodation of resource person if	Requesting party

outside Metro Manila and requiring overnight stay.				
Additional personnel from the requester must be provided to assist in ingress and egress of the exhibit (at least 4 pax).		Requesting party		
***CLIENT STEPS**	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Access the exhibit and earthquake simulator services request form at https://bit.ly/Exhibit-Simulator	1. GDAPD staff receives and sends acknowledgement of request	None *In case of damage/loss the requester will shoulder the cost of repair or replacement of exhibit package/ mobile earthquake simulator*	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
2. Fill out select the information materials to be availed, and submit the online request form with necessary requirements Package to be availed: a. Exhibit package with earthquake simulator with facilitator b. Earthquake simulator with facilitator * Client receives the acknowledgement receipt.	2.1 GDAPD staff will review the accomplished online request form and the document attached	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	2.2 Forward letter of request to Division Chief for approval	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR

				Materials Development Section
3. Coordinate with DOST PHIVOLCS upon receipt of acknowledgement for final logistical arrangement (e.g. date of pick-up, final date/time, venue, etc.)	3. GDAPD staff will confirm (call/email) the request including the logistical arrangement and instructions (final date, transportation of the exhibit materials, etc.)	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	3.1 Discuss with the stakeholder the rules and regulations, do's and don'ts for the exhibit materials borrowed or for the use of earthquake simulator	None	8 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	3.2 Exhibit materials, provide copy of Acknowledgement/ Exhibit Materials Gate Pass form to be filled up by the stakeholder	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	3.3 Forward the Client Satisfaction Form (CSF): https://tinyurl.com/PHIVOLCSCustomerFeedbackForm	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
4. Fill-out and submit the following forms: ● *CSF for Frontline Services (online/printed)*	4. Receive and review if the forms are properly and completely filled-out	None	10 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials

Acknowledgement/ Exhibit Materials Gate Pass form				Development Section
	Total	None	30 minutes	
For hand-carry/courier and email request				
1. Send letter of request thru the following channels a. Hand-carry/courier b. Email at *phivolcs_mail@phivolcs.dost.gov.ph*	1. GDAPD staff receives and acknowledge request	NONE *In case of damage/ loss the requester will shoulder the cost of repair or replacement of exhibit package*	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
2. Client receives the acknowledgement receipt Package to be availed: a. Exhibit package with earthquake simulator with facilitator b. Earthquake simulator with facilitator	2. GDAPD staff will review the accomplished online request form and the document attached	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	2.1 Forward Letter of request to Division Chief for approval	None	1 minute	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
3. Coordinate with DOST PHIVOLCS upon receipt of acknowledgement for final logistical arrangement (e.g. date of pick-up, final date/time, venue,	3. GDAPD staff will confirm (call/email) the request including the logistical arrangement and instructions (final date, transportation of the exhibit	None	20 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section

etc.)	materials, etc.)			
	3.1 Discuss with the stakeholder the rules and regulations, do's and don'ts for the exhibit materials borrowed or for the use of earthquake simulator	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	3.2 Exhibit materials, provide copy of the Acknowledgement/ Exhibit Materials Gate Pass form to be filled up by the stakeholder	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	3.3 Provide the printed Client Satisfaction Form (CSF) or online link: https://tinyurl.com/PHIVOLCSCustomerFeedbackForm	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
4. Fill-out and submit the following forms: ● *CSF for Frontline Services (online/printed)* ● *Acknowledgement/ Exhibit Materials Gate Pass form*	4. Receive and review if the forms are properly and completely filled-out	None	10 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	TOTAL	None	41 minutes	
Guidelines for release/pick-up and return of exhibit package				
Release/pick-up				
1. Print copy of filled-out Acknowledgement/ Exhibit Materials Gate Pass form	1. PHIVOLCS staff prepares the requested materials	None	Two (2) working days	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development

				Section
2. Present to GDAPD staff the filled-out Acknowledgement/ Exhibit Materials Gate Pass form with duplicate (attached photocopy of one (1) valid ID)	2. Check if all forms are filled-out and attached one (1) valid ID (Company ID or Government issued ID) of the requester	None	2 minutes	Science Research Specialist/ Analyst/ Assistant of DRR Materials Development Section
	2.1 Release the exhibit materials GDAPD staff must be present upon releasing and pick-up of the exhibit materials. Strict release of exhibit materials within office hours from Monday to Friday, 8:00am to 5:00pm	None	2 hours (maximum, depending on the size and weight of the exhibit materials)	Science Research Specialist/ Analyst/ Assistant/ Science Aide of DRR Materials Development Section
	TOTAL	None	Two (2) working days and 2 hours and 2 minutes	
Return of exhibit materials				
1. Return the exhibit materials within the duration agreed upon by the requester and GDAPD staff *This part is only applicable after the requester event/activity.	1. Check if all the exhibit materials are complete and free from damages	None	2 hours (maximum, depending on the size and weight of the exhibit materials)	Science Research Specialist/ Analyst/ Assistant/ Science Aide of DRR Materials Development Section
	1.1 If cleared, the ID will be returned to the requester	None	1 minute	Science Research Specialist/ Analyst/ Assistant/ Science Aide of

				DRR Materials Development Section
	TOTAL	None	2 hours and 1 minute	
Note: Preparation of exhibit materials is excluded in the major process for exhibit and earthquake simulator package, as we need time to properly pack the materials and additional human resource. It will be ready 2 working days before the release/pick-up. Number of days: maximum of 2 working days Responsible person: Materials Development Section				