

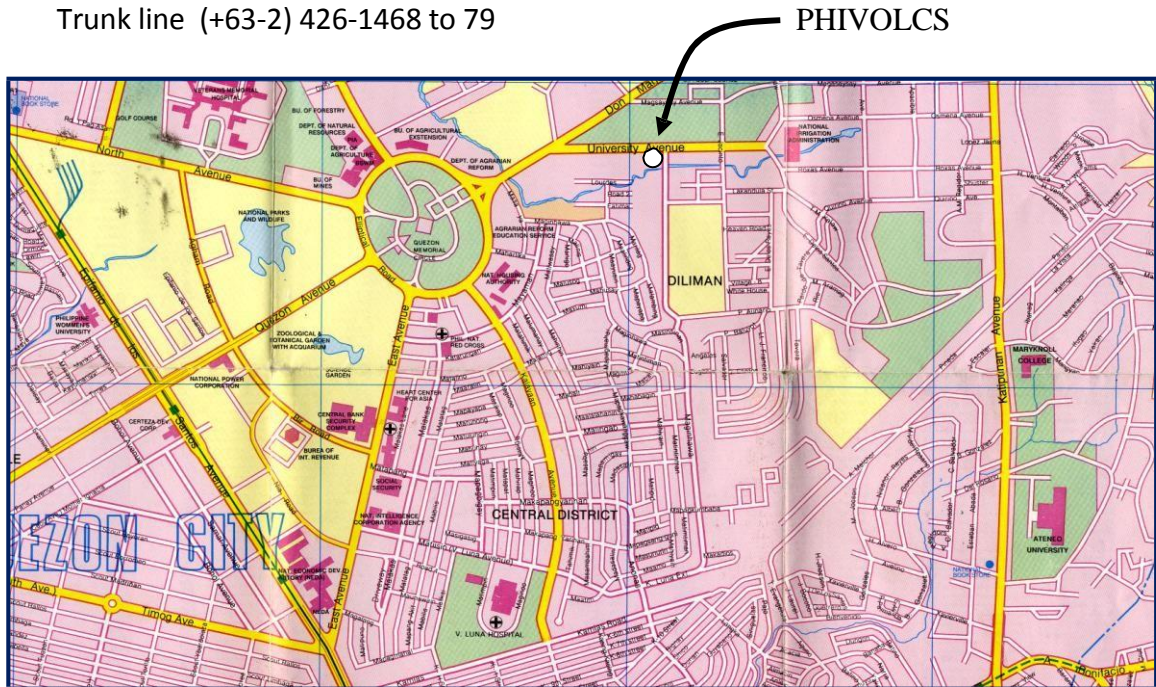
**PHIVOLCS  
CITIZENS'  
CHARTER**

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## PHIVOLCS INFORMATION\

Philippine Institute of Volcanology and Seismology Office  
 CP Garcia Ave., UP Campus, Diliman, Quezon City 1101, Metro Manila, Philippines  
 Website [www.phivolcs.dost.gov.ph](http://www.phivolcs.dost.gov.ph)  
 Trunk line (+63-2) 426-1468 to 79



### Floor-level Directory

Level	Frontline Offices / Facilities	Local Extension Number
Ground Floor	Stakeholder Care Corner	--
	Cashier Library	139
	Exhibit Area at Lobby	134
2 <sup>nd</sup> floor	Geology and Geophysics Research and Development Division	--
	Geologic Disaster and Awareness Preparedness Division	129
	PHIVOLCS Auditorium	128
	Deputy Director	--
3 <sup>rd</sup> Floor	Exhibit Area along corridors	116
	Volcano Monitoring and Eruption Prediction Division	--
	Seismic Observation and Earthquake Prediction Division	153
	Office of the Director	124
	Exhibit Area along corridors	180
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## **GENERAL SERVICE GUIDELINES**

### **Service Hours**

Regular service hour is from 8:00am to 5:00pm, Monday to Friday. However, because

PHIVOLCS also implements a flexible time schedule, some sections can transact business as early as 7:00am and as late as 6:00 pm. Our employees will continue businesses with clients already transacting during break-time.

The divisions involved in monitoring, namely Volcano Monitoring and Eruption Prediction Division (VMEPD) and Seismological Observation and Earthquake Prediction Division (SOEPD), are manned 24 hours 7 days a week and can be reached through PHIVOLCS trunk lines.

### **Employee Decorum**

PHIVOLCS employees wear ID and a prescribed Uniform. Other acceptable office wear

conforms to the prescribed Civil Service Commission dress code, which are business suit (barong tagalog), business casual (long-sleeved polo shirt or blouse, slacks or skirt) and smart casual (short-sleeve polo shirt or blouse, collared T-shirts, slacks, denims or skirt).

### **Visitor Decorum**

Visitors entering PHIVOLCS building are required to sign in at the Front Lobby Guard and leave an ID. The visitor will be provided with temporary Visitor's ID to be worn at all times while inside the building, and a Visitor's Slip to be signed by the person visited and surrendered to the guard upon leaving PHIVOLCS premises.

### **Feedback and Complaints**

PHIVOLCS would like to hear from its customers how they feel about products and services provided to them by its employees and their suggestions how to improve those products and services. A Stakeholder Care Corner is at the ground floor to assist walk-in customers.

Stakeholder Care Corner

Philippine Institute of Volcanology and Seismology

C.P. Garcia Avenue, UP Campus, Diliman

Quezon City 1101

Philippines

## **PHIVOLCS MISSION, VISION AND MANDATES**

### **Vision**

A leading global science and technology institution in helping develop communities safe from and resilient to volcanic eruptions, earthquakes, tsunamis and other related hazards

### **Mission**

We provide timely and quality information and services for warning, disaster preparedness and mitigation. This we do through the development and application of technologies for the monitoring and accurate prediction of, and determination of areas prone to, volcanic eruptions, earthquakes, tsunamis and other related hazards, and capacity enhancement for comprehensive disaster risk reduction.

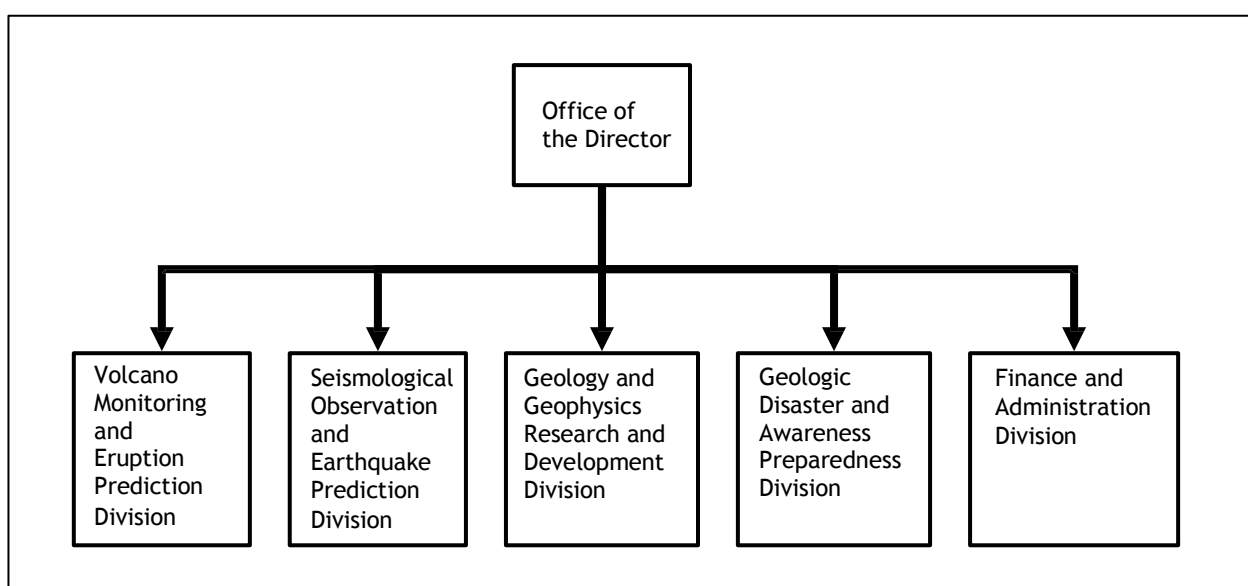
### **Mandates**

- Predict the occurrence of volcanic eruptions and earthquakes and their related
- geotectonic phenomena
- Determine how eruptions and earthquakes shall occur and also areas likely to be affected Generate sufficient data for forecasting volcanic eruptions and earthquakes
- Mitigate hazards of volcanic activities through appropriate detection, forecast and warning system
- Formulate appropriate disaster preparedness plans

## ORGANIZATIONAL CHART

PHIVOLCS is one of the Science and Technology Service Institutes of the Department of Science and Technology. It has a Director as Head of Agency.

The Institute is composed of four technical divisions: (1) Volcano Monitoring and Eruption Prediction Division (VMEPD), (2) Seismological Observation and Earthquake Prediction Division (SOEPD), (3) Geology and Geophysics Research and Development Division (GGRDD) and (4) Geologic Disaster Awareness and Preparedness Division (GDAPD), and a Finance and Administrative Division (FAD).



### Office of the Director

Renato U. Solidum, Jr.

Director

Trunk line (+63-2) 426-1468 to 79, local 180

Email [rusolidum@phivolcs.dost.gov.ph](mailto:rusolidum@phivolcs.dost.gov.ph)

Bartolome C. Bautista

Deputy Director

Trunk line (+63-2) 426-1468 to 79, local 116

Email [bcbautista@phivolcs.dost.gov.ph](mailto:bcbautista@phivolcs.dost.gov.ph)

## **Volcano Monitoring and Eruption Prediction Division**

Ma. Antonia V. Bornas

Division Head

Trunk line (+63-2) 426-1468 to 79, local 115

Email: mariton.bornas@phivolcs.dost.gov.ph; vmepd@phivolcs.dost.gov.ph

The Volcano Monitoring and Eruption Prediction Division (VMEPD) undertakes integrated volcano monitoring of Philippine active volcanoes for warning, eruption prediction, research and other information services.

Functions:

- Maintain and operate existing volcano observation system;
- Develop and emplace new volcano observation systems;
- Evaluate and adopt technology for forecasting and/or predicting volcanic eruptions;
- Conduct regular volcano assessments;
- Conduct emergency investigation of volcanic phenomena;
- Document, monitor and assess volcanic eruptions;
- Maintain and operate a repository of volcano observation data; and
- Provide data and information on volcanic activities to the public and to local and international scientific communities.

## **Seismological Observation and Earthquake Prediction Division (SOEPD)**

Ishmael C. Narag

Officer-in-Charge

Trunk line (+63-2) 426-1468 to 79, local 118

Email: ishma.narag@phivolcs.dost.gov.ph; ishma01@yahoo.com

The Seismological Observation and Earthquake Prediction Division is concerned with earthquake monitoring and assessment as well as earthquake-related researches.

Functions:

- Operate earthquake monitoring stations and observatories;
- Design, develop and emplace networks of seismological stations and fault monitoring observatories;
- Study and document the occurrences of earthquakes and tsunami;
- Evaluate and adopt technology for earthquake prediction;
- Define earthquake source zones and mechanisms;
- Delineate potential source areas, paths and effects of tsunami;
- Conduct studies on the primary and secondary effects of earthquakes;

- Operate and maintain strong motion accelerograph networks for determination of level and character of strong ground motion in population centers and of infrastructure responses for use in earthquake resistant design of structures;
- Develop expertise and offer services for earthquake engineering; Maintain and operate a repository of earthquake observation data;
- Provide data and information on earthquake and tsunami occurrences to the public and to local and scientific communities;
- Service and repair instruments used by the laboratories and other divisions of the Institute;
- Develop in-house capability to design, fabricate and upgrade instruments used in volcano, seismic and geophysical monitoring; and
- Operate and maintain the electro-mechanical shop and provide electronic, mechanical and other instrument repair services for the other divisions of the Institute

### **Geology and Geophysics Research and Development Division (GGRDD)**

Arturo S. Daag

Division Head

Trunk line (+63-2) 426-1468 to 79, local 119

Email: arturo.daag@phivolcs.dost.gov.ph

The Geology and Geophysics Research and Development is responsible for evaluating hazards and risks from earthquakes, volcanic activities, and other geotectonic phenomena.

Functions:

- Conduct geo-structural mapping, paleo-seismology, geophysics, and investigation of active and potentially active faults (inland and offshore) and regional tectonic features;
- Determine and characterize the distribution, nature, relationship and other features of faults, subduction zones and other sources of magmatism and earthquakes in the Philippines;
- Conduct geologic mapping of active and potentially active volcanoes and study, and document the nature and mechanism of various volcanic hazards, such as lava flow, pyroclastic flow, lahar and tephra fall;
- Study the stratigraphy, petrology, distribution and other characteristics of volcanic deposits, and determine patterns and changes in volcanic activity as recorded in the volcanic deposits;
- Study and monitor the geophysical and geochemical characteristics of volcanic



- systems for long term hazards assessment and land-use planning; and
- Identify and characterize volcanoes for better understanding of volcano processes

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

Ma. Mylene M. Villegas

Division Head

Trunk line (+63-2) 426-1468 to 79, local 121

Email: mylene.villegas@phivolcs.dost.gov.ph

The Geologic Disaster Awareness and Preparedness Division is concerned with providing information packages to the public.

Functions:

- Conduct vulnerability and risk assessment, impact and other social studies to generate data germane to geologic disaster preparedness planning;
- Design and implement effective education-information campaign programs and projects to promote hazards awareness among stakeholders, especially in geologic disaster prone areas;
- Document, collate, package and disseminate R&D results and information pertaining to geotectonic phenomena in forms appropriate for PHIVOLCS various end-users;
- Expand and maintain an S&T library and systematize the storage and retrieval of volcanological, seismological, geophysical and other information pertinent to geologic hazards;
- Establish and maintain linkages with tri-media network and authorities and agencies concerned with disaster prevention and mitigation for timely, accurate and fast dissemination of information in times of volcanic eruptions, earthquake occurrences and emergencies arising from related geotectonic phenomena; and
- Conduct and organize seminars, workshops and to give inputs and technical support to national and local government units and other stakeholders in the formulation of comprehensive disaster preparedness plans for volcanic eruptions, earthquakes and related geotectonic phenomena.

### **Finance and Administrative Division (FAD)**

Marilou V. Del Rosario

Officer-in-Charge

Trunk line (+63-2) 426-1468 to 79, local 120

Email: malou.delrosario@phivolcs.dost.gov.ph

The Finance and Administrative Division is concerned with the management of daily administrative and financial operations.

Functions:

- Handle personnel transactions, including appointments, leaves, transfer, resignation and separation
- Develop and establish training programs towards the professional development of PHIVOLCS personnel
- Handle financial transactions, maintain accounting records and books of accounts, prepares and submit financial statements and reports, certify to the availability of funds and/or allotments and to the correctness of vouchers, journals, bills and other financial documents;
- Render staff advice and assistance on financial and management matters;
- Handle cash receipts and disbursements;
- File and maintain necessary records and documents;
- Procure, store and distribute supplies, materials and equipment;
- Handle legal matters and problems affecting the institute;
- Provide building maintenance, security, janitorial, communication and transportation services.

## PHIVOLCS Field Station Directory Listing

<b>Volcano Observatory</b>	<b>Address</b>	<b>Phone / Fax / Cellphone No.</b>	<b>Email</b>
Taal	Taal Volcano Observatory, Buco, Talisay, Batangas	(+63-43) 773-0293	tvo.vmepd@phivolcs.dost.gov.ph
Pinatubo	Pinatubo Volcano Observatory, Clark Airbase, Angeles City, Pampanga	(+63-45) 599-2319	pvo.vmepd@phivolcs.dost.gov.ph
Mayon	Mayon Volcano Observatory, Lignon Hill, Legaspi City, Albay	(+63-52) 483-1441 (+63-52) 824-4097	mvo.vmepd@phivolcs.dost.gov.ph
Bulusan	Bulusan Volcano Observatory, Cabid-an, Sorsogon City, Sorsogon	+63-929 300 6416	bvo.vmepd@phivolcs.dost.gov.ph
Kanlaon	Kanlaon Volcano Observatory, La Carlota City College Compound, La Carlota City, Negros Occidental	+63-915 197 5222 +63-917 970 2388	kvo.vmepd@phivolcs.dost.gov.ph
Hibok-Hibok	Hibok-hibok Volcano Observatory, Quiboro, Mambajao, Camiguin Island	(+63-88) 387-0129	hvo.vmepd@phivolcs.dost.gov.ph

<b>Seismic Stations</b>	<b>Address</b>	<b>Phone / Fax / Cellphone No.</b>	<b>Email</b>
Antique	Binirayan Hills, San Jose de Buenavista, Antique	(+63-36) 540-8166	antique@phivolcs.dost.gov.ph
Basco	Kaychanarianan, Basco, Batanes	+63-939 198 0570	basco@phivolcs.dost.gov.ph
Baguio	Dairy Farm Compound, Sto. Tomas Road, Baguio City	(+63-74) 619-3071	baguio@phivolcs.dost.gov.ph
Bislig	Post I Tabon Hill Top Bislig City, Surigao del Sur	(+63-86) 853-4068	bislig@phivolcs.dost.gov.ph
Cotabato City	Pedro Carolina Hill, RH1, Cotabato City	(+63-64) 421-9860	cotabato@phivolcs.dost.gov.ph

<b>Seismic Stations</b>	<b>Address</b>	<b>Phone / Fax / Cellphone No.</b>	<b>Email*</b>
Cagayan de Oro	Malasag, Cagayan de Oro City	(+63-88) 855-5838	cagayandeoro@phivolcs.dost.goc.ph
Callao	Aggugadan, Penablanca, Cagayan	(+63-78) 501-7118	callao@phivolcs.dost.gov.ph
Davao	Philippine Science High School Compound, Sto. Nino, Tugbok District, Mintal, Davao City	(+63-82) 293-0008	davao@phivolcs.dost.gov.ph
Dipolog	Sicayab, Dipolog City	(+63-65) 212-2570	dipolog@phivolcs.dost.gov.ph
Gen. Santos	Mindanao State University Campus, Fatima, General Santos City	(+63-83) 553-8133	gensan@phivolcs.dost.gov.ph
Guinayangan	Calimpac, Guinayangan, Quezon	(+63-42) 303-4125	guinayangan@phivolcs.dost.gov.ph
Kalibo	Provincial Capitol Compound, Kalibo, Aklan	(+63-36) 268-5395	kalibo@phivolcs.dost.gov.ph
Kidapawan	De Mazenoid St., Kidapawan City, North Cotabato	(+63-64) 521-0596	kidapawan@phivolcs.dost.gov.ph
Lapu-Lapu	City Hall Compound, Lapu-Lapu City	(+63-32) 340-2951 (+63-32) 495-5268	lapulapu@phivolcs.dost.gov.ph
Lucban	Ayuti, Lucban, Quezon	(+63-42) 540-4888	lucban@phivolcs.dost.gov.ph
Masbate	City Hall Compound, Masbate City	(+63-56) 333-2528	masbate@phivolcs.dost.gov.ph
Palayan	Singalat, Palayan City	(+63-44) 940-5559	palayan@phivolcs.dost.gov.ph
Palo	Arado, Palo, Leyte	(+63-53) 323-3143	palo@phivolcs.dost.gov.ph
Pasuquin	Ilocos Norte Agricultural College, Pasuquin, Ilocos Norte	(+63-77) 775-0217	pasuquin@phivolcs.dost.gov.ph
Puerto Galera	Muelle, Puerto Galera, Oriental Mindoro	+63-927 873 7084	puerto_galera@phivolcs.dost.gov.ph
Puerto Princesa	Puerto Princesa City Science High School, Sta. Monica, Puerto Princesa City	(+63-48) 434-1609	puerto_princesa@phivolcs.dost.gov.ph
Roxas	Milibili, Roxas City	(+63-36) 621-7832	roxas@phivolcs.dost.gov.ph
Surigao	Provincial Capitol Site, Surigao City	(+63-86) 231-7680	surigao@phivolcs.dost.gov.ph

<b>Seismic Stations</b>	<b>Address</b>	<b>Phone / Fax / Cellphone No.</b>	<b>Email*</b>
Sibulan	San Antonio, Sibulan, Negros Oriental	(+63-35) 419-6059	sibulan@phivolcs.dost.gov.ph
Sinait	Tapao, Sinait, Ilocos Sur	+63-927 996 7310	sinait@phivolcs.dost.gov.ph
Tagaytay	Akle St., Tagaytay City	(+63-46) 483-1401	tagaytay@phivolcs.dost.gov.ph
Tagbilaran	Uptown Housing, Ubuja District, Tagbilaran City	(+63-38) 412-4046	tagbilaran@phivolcs.dost.gov.ph
Zamboanga	Bethany School Comp., Gov. Ramos Ave., Zamboanga City	(+63-62) 985-1740	zamboanga@phivolcs.dost.gov.ph

## PHIVOLCS FRONTLINE SERVICES

### 1. BULLETIN, UPDATE, ADVISORY: VOLCANO INFORMATION

**Volcano Bulletin** – written report issued when there are unusual volcanic activities (for example ash explosion, remarkable seismic activity, ground deformation) that may lead to an eruption. Bulletin is also issued when raising (monitored parameters show increasing trend towards eruption) or lowering (there is confirmed decrease in volcanic activity) a volcano alert status, or when describing an on-going eruption. It contains concise interpretation of the volcano observations, which is the basis for public warning issued to avoid delineated danger zones. Warning information regarding the hazards posed by the volcano may start from prohibition of entry into the volcano’s permanent danger zone, expansion of the delineated danger zone, and delineation and identification of areas that are highly endangered by the various hazards associated with the volcano’s on-going activity.

**Volcano Advisory** – written report issued when the volcano exhibits an increasing volcanic activity, or any other sudden changes in activity, but that the observations are not sufficient to warrant upgrading of the volcano’s alert status. If volcanic activity continues to increase, the advisory may be upgraded to a bulletin. An advisory is also issued during typhoons or period of continuous heavy rainfall capable of generating lahars. It advises people to avoid areas prone to lahar inundation.

Contact Person	Documents Required	Procedure	Processing Time	Fees
Duty Officer VMEPD, 3 <sup>rd</sup> Floor (+63-2) 426-1468 to 79, local 153	None	Call the Duty Officer and provide fax number <i>(Note: Bulletin, Update and Advisory are normally provided to list of priority concerned authorities.)</i>	The volcano bulletin, update, or advisory will be sent immediately.	None

## 2. BULLETIN: EARTHQUAKE INFORMATION

**Earthquake Information** – written report of significant - usually perceptible or felt - earthquake events. This contains information about the earthquake occurrence, such as date and time of the event, location, magnitude and the reported intensities. This is immediately relayed to concerned authorities and local government units, disaster agencies and the media.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
Duty Officer SOEPD, 3 <sup>rd</sup> Floor (+63-2) 426-1468 to 79, local 124	None	1. Call the Duty Officer and provide fax number. <i>(Note: Earthquake Information is normally provided to list of priority concerned authorities.)</i>	The Earthquake Information will be sent immediately.	None

## 3. CATALOGUE: EARTHQUAKE DATA

**Waveform Data** – is a graphical representation of an earthquake signal as recorded by a seismograph or an accelerograph installed in any of the earthquake monitoring stations operated by PHIVOLCS. Digital data are provided raw, which means that it has received no processing that involves any hypothesis as to the nature of the earthquake and the character or frequency content of the ground motion or recording instruments.

**Earthquake Catalogue** - - is a list or tabulation of earthquake data, typically compiled or grouped together because they share a common type, origin, means of detection, or method of discovery. The Official PHIVOLCS Earthquake Catalogue consists of basic parameters (date/time, latitude and longitude of epicenter, depth, magnitude, and reported intensities, if any) of earthquake events that have been recorded and processed by the seismic monitoring system in the Philippines. While we endeavor to keep the content up-to-date and correct, PHIVOLCS makes no representations or warranties of any kind, express or limited, about the completeness, accuracy, reliability, suitability or availability with respect to the existing catalogue for any purpose.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
<p><b>Myleen C. Enriquez, Maila S. Palatino, Anna Shellah Mae C. Enbien,</b> Data Management personnel SOEPD , 3rd Floor (+63 2) 426-1468 to 79 local 124 or 125</p>	<ol style="list-style-type: none"> <li>1. Letter of request addressed to PHIVOLCS Director</li> <li>2. Completed Request for Earthquake and Tsunami Data Form</li> <li>3. Data User Agreement and Terms of Data Use (for Waveform data)</li> </ol> <p>All documents submitted to PHIVOLCS shall be part of PHIVOLCS records. These will not be returned to the stakeholder.</p>	<ol style="list-style-type: none"> <li>1. Submit the required documents to the Data Management personnel.</li> <li>2. Fill up the required information in the Request for Earthquake and Tsunami Data Form and indicate means of payment and method of claiming requested data.</li> <li>3. Pay to Cashier the appropriate applicable fees indicated in the Order of Payment issued by the Data Management personnel. You may do this at the time of filing or claiming your request. If data request will be sent through mail, postal money order to PHIVOLCS and paid courier pouch should be sent to Data Management personnel;</li> <li>4. Call PHIVOLCS after (3) working days to confirm the availability of the request</li> <li>5. Claim the Earthquake Data showing the Official Receipt as proof that the claimant is the requesting party or its authorized representative. If data request will be sent through mail, data will be secured in prepaid pouch and sent to the mailing address, together with the Official Receipt.</li> <li>6. Fill out the Stakeholder Satisfaction Form that the Data Management personnel will hand to you. If the request was done through e-mail, the Stakeholder Satisfaction Form will be e-mailed to the same account.</li> </ol>	<p>Three (3) working days</p>	<p>Earthquake Catalogue: PhP 10.00 / printed A4-size page of the earthquake data</p> <p>P 300.00 per data disc</p>



#### 4. CATALOGUE: VOLCANO INFORMATION

This refers to volcanological data that include, but are not limited to, processed geophysical, geodetic and geochemical data generated by the VMEPD.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
Receiving Officer VMEPD, 3 <sup>rd</sup> floor Trunk line (+63-2) 426-1468 to 79, local 153	None	<ol style="list-style-type: none"> <li>1. Fill out a request form;</li> <li>2. Pay to Cashier the appropriate fees indicated in the Order of Payment issued by the Receiving Officer;</li> <li>3. Show the Official Receipt issued by Cashier to the Receiving Officer for documentation. This also serves as your claim stub;</li> <li>4. Call PHIVOLCS after three (3) working days to confirm availability of request;</li> <li>5. Claim the Volcano Information, showing the Official Receipt as proof that the claimant is the requesting party or its authorized representative.</li> </ol>	Three (3) working days	PhP150.00/A4-size page color print;  PhP10.00/A4-size page black-and-white print;  PhP2.00/A4-size page photocopy

## 5. HAZARDS ASSESSMENT SERVICES: EARTHQUAKE AND VOLCANIC HAZARDS

PHIVOLCS hazard assessment services (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. It is also responsible for providing hazard information packages requested by stakeholders.

**Hazard Assessment Report (HAR)** – the 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.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
Hazard Assessment Services Staff; GGRDD, 2 <sup>nd</sup> floor Trunk line (+63-2) 426-1468 to 79, local 129; ggrdd.phivolcs@gmail.com	Photocopy of: 1. vicinity map of the area 2. Transfer Certificate Title (TCT) or Tax Declaration of the lot 3. Completed Request for Hazard Assessment form  All documents submitted to PHIVOLCS shall be part of PHIVOLCS records. These will not be returned to the stakeholder.	1. Submit the required documents to the Hazard Assessment Services Staff; 2. Fill out completely a Request for Hazard Assessment form; 3. Pay to Cashier the appropriate fees indicated in the Order of Payment issued by the Hazard Assessment Services Staff. You may do this at the time of filing or claiming of your request; 4. Show the Official Receipt issued by Cashier to the Hazard Assessment Services Staff for documentation. This also serves as your claim stub; 5. Contact the Hazard Assessment Services Staff after three (3) working days to confirm availability of requested service; 6. Claim the Hazard Assessment Report showing the Official Receipt, or other applicable document when free, as proof that the claimant is the requesting party or its authorized representative. 7. Fill out a Stakeholder Satisfaction form that the Hazard Assessment Services Staff will hand to you.	Three (3) working days	Fees (apply to each lot or contiguous parcels of land):  Php500.00 for business or corporate request and use.  Php100.00 for personal individual use.  Free for those covered by applicable Government Issuances.

## 6. HAZARD INFORMATION PACKAGE

**Hazard Information package** – any set of information products pertaining to earthquake and volcano-related processes generated and produced by the Division, 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.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
Hazard Assessment Services Staff; GGRDD, 2 <sup>nd</sup> floor Trunk line (+63-2) 426-1468 to 79, local 129; ggrdd.phivolcs@gmail.com	<ol style="list-style-type: none"> <li>Completed Request for Hazard Information form; or</li> <li>Letter of Request addressed to: PHIVOLCS Director</li> </ol>	<ol style="list-style-type: none"> <li>Fill out completely a request form;</li> <li>Pay to Cashier the appropriate fees indicated in the Order of Payment issued by the Hazard Assessment Services Staff. You may do this at the time of filing or claiming your request;</li> <li>Show the Official Receipt issued by Cashier to the Hazard Assessment Services Staff for documentation. This also serves as your claim stub;</li> <li>Contact the Hazard Assessment Services Staff after three (3) working days to confirm availability of requested service;</li> <li>Claim the Hazard Information package showing the Official Receipt, or other applicable document when free, as proof that the claimant is the requesting party or its authorized representative.</li> <li>Fill out a Stakeholder Satisfaction form that the Hazard Assessment Services Staff will hand to you.</li> </ol>	<ol style="list-style-type: none"> <li>Information package: three (3) working days</li> <li>Face -to-face consultation: according to agreed-upon schedule</li> <li>Letter or email request: five (5) working days</li> </ol>	<p>P300 per data disc</p> <p>Free for those covered by applicable Government Issuances.</p>

## 7. GEOMATICS INFORMATION

**Vector-** is made of objects that can be points, lines or polygons, and each object can have one or more attribute values.

**Geomatics Monthly Monitor (GeMM)** - GeoS personnel responsible in processing and providing GIS-related data requests and assistance to internal and external stakeholders.

**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 are 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 are properly handled by its stakeholders.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
Geomatics personnel GGRDD, 2 <sup>nd</sup> floor Trunk line (+63-2) 426-1468 to 79, local 148	<ol style="list-style-type: none"> <li>Letter of Request for vector files addressed to: PHIVOLCS Director</li> <li>Signed Data User Agreement (DUA) form for private stakeholders</li> <li>Signed Memorandum of Understanding (MOU) form for government stakeholders</li> </ol> <p>All documents submitted to PHIVOLCS shall be part of PHIVOLCS records. These will not be returned to the customer.</p>	<ol style="list-style-type: none"> <li>Fill out the Request for Geomatics Data and Services form;</li> <li>Submit DUA or MOU forms to the Geomatics Monthly Monitor. Request will only be processed upon submission of DUA or MOU.</li> <li>Call PHIVOLCS after three (3) working days to confirm availability of request</li> </ol>	Three (3) working days	None

## 8. HAZARD MAPS (SUSCEPTIBILITY)

These hazard maps are available for download free of charge at PHIVOLCS official website ([www.phivolcs.dost.gov.ph](http://www.phivolcs.dost.gov.ph)), Available at different scales: a) indicative regional scale map (nationwide), b) 1:50,000 scale (selected provinces) and c) 1:5,000 scale in Metro Manila.

**Active Faults and Trenches Map** – show the distribution of earthquake generators in the Philippines

**Ground-rupture Hazard Map** – map showing area prone to ground rupture or ground deformation.

**Ground Shaking Hazard Map** – map showing the maximum expected earthquake intensity

**Earthquake-induced Landslide Hazard Map** – map showing areas at high-, moderate-, or low-susceptibility to slope failure.

**Liquefaction Hazard Map** – map showing areas at high-, moderate-, or low-susceptibility to liquefaction or ground failure.

**Tsunami Hazard Map** – shows the computed worst-case tsunami wave height, inundation, and arrival times coming from the largest credible earthquake from an off-shore earthquake generator.

**Lava Flow Hazard Map** – shows the areas prone to hot incandescent molten materials (lava) from an erupting volcano; available for selected active volcanoes of the Philippines.

**Pyroclastic Flow Hazard Map** - shows the areas prone to turbulent flows of hot gases, ash and rocks from an erupting volcano; available for selected active volcanoes of the Philippines.

**Lahar Hazard Map** – shows the areas prone to rain-induced flow of volcaniclastic deposits on slopes of active volcanoes; available for selected active volcanoes of the Philippines.

**Tephra Fall or Ash Fall Hazard Map** – shows the areas prone to various sizes of airborne volcanic fragments; available for selected active volcanoes of the Philippines.

## 9. HAZARD MAPS (PROBABILISTIC, DETERMINISTIC AND SEISMICITY MAP)

**Probabilistic Ground Shaking Hazard Map** – is a map that depicts the associated earthquake ground motion (in units of g; g = acceleration of gravity) for a probability level which are applied in seismic provisions of building codes, insurance rates, risk assessment and other public policy.

**Deterministic Ground Shaking Hazard Map** – is a map that depicts the associated earthquake ground shaking hazard (in intensity or in units of g; g = acceleration of gravity) as modeled using knowledge of the physical process of earthquake generation, level of seismic activity and wave propagation in the specified area.

**Seismicity Map** - plots catalogue of earthquake epicenters as circles on a specified map, with varying size and color indicating magnitude and depth accordingly; catalogue will only cover available data in a specified time period and area in the Philippines.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
<p>MYLEEN C. ENRIQUEZ, MAILA S. PALATINO, ANNA SHELLAH MAE C. ENBIEN, Data Management personnel            SOEPD , 3<sup>rd</sup> Floor (+63 2) 426-1468 to 79 local 124 or 125</p>	<p>1. Letter of request addressed to PHIVOLCS Director</p> <p>All documents submitted to PHIVOLCS shall be part of PHIVOLCS records. These will not be returned to the stakeholder.</p>	<p>1. Submit the required documents to the Data Management personnel.</p> <p>2. Fill up the required information in the Request for Earthquake and Tsunami Data Form and indicate means of payment and method of claiming requested data.</p> <p>3. Pay to Cashier the appropriate applicable fees indicated in the Order of Payment issued by the Data Management personnel. You may do this at the time of filing or claiming your request. If data request will be sent through mail, postal money order to PHIVOLCS and paid courier pouch should be sent to Data Management personnel;</p> <p>4. Call PHIVOLCS after (3) working days to confirm the availability of the request</p> <p>5. Claim the requested map by showing the Official Receipt as proof that the claimant is the requesting party or its authorized representative.</p> <p>6. Fill out the Stakeholder Satisfaction Form that the Data Management personnel will hand to you. If the request was done through e-mail, the Stakeholder Satisfaction Form will be e-mailed to the same account.</p>	<p>Three (3) working days</p>	<p>PhP150.00/A 4-size page color print.</p> <p>PhP300.00 for digital data in pdf format.</p>

## 10. CERTIFICATION: EARTHQUAKE OCCURRENCE

**Certification of Earthquake Occurrence** – states whether an earthquake event has occurred in a specified area at a specific date. This certification reflects available information in the records maintained by the Seismic and Tsunami Data Management Section. This includes the date, time, location, depth, magnitude and reported intensities of the earthquake event; the recent intensity ratings are as described in the PHIVOLCS Earthquake Intensity Scale (PEIS). Description of the highest reported intensity is also included in the certification. While we endeavor to keep the content up-to-date and correct, PHIVOLCS makes no representations or warranties of any kind, express or limited, about the completeness, accuracy, reliability, suitability or availability with respect to the existing catalogue for any purpose.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
<p>MYLEEN C. ENRIQUEZ, MAILA S. PALATINO, ANNA SHELLAH MAE C. ENBIEN, Data Management personnel SOEPD , 3<sup>rd</sup> Floor (+63 2) 426-1468 to 79 local 124 or 125</p>	<p>1. Letter of request addressed to PHIVOLCS Director</p> <p>All documents submitted to PHIVOLCS shall be part of PHIVOLCS records. These will not be returned to the stakeholder.</p>	<ol style="list-style-type: none"> <li>1. Submit the required documents to the Data Management personnel.</li> <li>2. Fill up the required information in the Request for Earthquake and Tsunami Data Form and indicate means of payment and method of claiming requested data.</li> <li>3. Pay to Cashier the appropriate applicable fees indicated in the Order of Payment issued by the Data Management personnel. You may do this at the time of filing or claiming your request. If data request will be sent through mail, postal money order to PHIVOLCS and paid courier pouch should be sent to Data Management personnel;</li> <li>4. Call PHIVOLCS after (3) working days to confirm the availability of the request</li> <li>5. Claim the Certification showing the Official Receipt as proof that the claimant is the requesting party or its authorized representative.</li> <li>6. Fill out the Stakeholder Satisfaction Form that the Data Management personnel will hand to you. If the request was done through e-mail, the Stakeholder Satisfaction Form will be e-mailed to the same account.</li> </ol>	<p>Three (3) working days</p>	<p>Php500.00 for business, government, corporate request and use.</p> <p>Php200.00 for personal and individual use.</p>

## 11. CERTIFICATION: VOLCANO CURRENT STATUS, OTHERS

**Short-term Volcanic Hazards** - these are hazards posed by volcanoes which are showing signs of growing unrest or is erupting. As the volcano's status is raise from Alert Level 0 to Alert Level 1 or higher, VMEPD regularly issues volcano bulletins or advisories as needed.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
Receiving Officer VMEPD, 3 <sup>rd</sup> floor Trunk line (+63-2) 426-1468 to 79, local 153	None	<ol style="list-style-type: none"> <li>1. Fill out a request form;</li> <li>2. Pay to Cashier the appropriate fees indicated in the Order of Payment issued by the Receiving Officer;</li> <li>3. Show the Official Receipt issued by Cashier to the Receiving Officer for documentation. This also serves as your claim stub.</li> <li>4. Call PHIVOLCS after 3 working days to confirm availability of request;</li> <li>5. Claim the Certification showing the Official Receipt as proof that the claimant is the requesting party or its authorized representative.</li> </ol>	Three (3) working days	<p>PhP500.00 for business, government, corporate request and use.</p> <p>PhP100.00 for personal and individual use.</p>



## 12. RESOURCE PERSON

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, tsunami 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.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
<p><b>Ms. FELOMINA F. CAYABYAB and Ms. EUMELIA BELO</b>            GDAPD, 2nd floor, Trunk line (+63 2) 426-1468 to 79, local 128 Fax/ Tel. (+63-2) 927-4524            Email address: <i>pivs_lectures@phivolcs.dost.gov.ph</i></p>	<p><b>Letter of Request.</b>            Address all letters to <b>DR. RENATO U. SOLIDUM, JR.,</b> PHIVOLCS Director.            Please state the topic and number and type of participants, place, date and time of lecture, contact landline number(s) and contact person of requesting organization.            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, <b>requests must be submitted 20 working days before the scheduled activity for preparation and processing of travel documents.</b></p>	<ol style="list-style-type: none"> <li>1. Hand-carry, email to <a href="mailto:phivolcs_mail@phivolcs.dost.gov.ph">phivolcs_mail@phivolcs.dost.gov.ph</a> or fax letter of request. Letter of request must be received by PHIVOLCS at least two (2) weeks prior to date of activity. Please refrain from sending requests to personal emails of PHIVOLCS employees. You may send communications directly to the official mail.</li> <li>2. If hand-carried, GDAPD assigned staff will receive the letter of request.</li> <li>3. If letter of request is sent by fax, mail or email, <b>requester must confirm</b> with PHIVOLCS the receipt of their letter and possible schedule <b>right after sending their communication.</b></li> <li>4. PHIVOLCS assigned staff will confirm if the request can be accommodated on specified date and time. If not, both parties will mutually agree/set date and time.</li> <li>5. Acceptance of requests is on first come first serve basis. PHIVOLCS reserves the right to reschedule or cancel the request for unexpected events.</li> </ol>	<p>Three (3) working days</p>	<p>None, incidental travel expenses if incurred by Resource Speaker</p>

**Additional requirements: Requesting organization should provide:**

1. Transportation (pick-up and bring back resource speaker to PHIVOLCS Office;
2. Computer and LCD projector as lecture presentations are in powerpoint format;
3. Meal and accommodation if outside Metro Manila and requiring overnight stay.

### 13. EDUCATIONAL TOUR PACKAGE

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.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
<p><b>Ms. Eumelia Belo, Ms. Melissa Mae Tamayo, GDAPD</b>            GDAPD Trunk line (+63-2) 426-1468 to 79, local 128            Fax/Tel. (+63-2) 927-4524            Email: <a href="mailto:pivs_tours@phivolcs.dost.gov.ph">pivs_tours@phivolcs.dost.gov.ph</a></p>	<p>Letter of Request. Address all letters to <b>DR. RENATO U. SOLIDUM, JR.</b> PHIVOLCS Director. All letters must be signed over printed name and contain the complete address and contact landline number of the requester. The letter must also indicate the name of school, organization or office and number of participants. Total number of <i>participants</i> (including parents, faculty and staff) per package must not exceed 200.</p>	<ol style="list-style-type: none"> <li>1. Letter of Request can be faxed, hand-carried, emailed to <a href="mailto:pivs_tours@phivolcs.dost.gov.ph">pivs_tours@phivolcs.dost.gov.ph</a> or mailed;</li> <li>2. <b>All bookings must be requested at least one week in advance.</b> We encourage early requests for better facilitation of schedule. Available days for the tour are <b>Tuesday to Friday, between 8am to 11am and between 1pm to 4pm;</b></li> <li>3. Acceptance of bookings is on <b>first come first serve basis. PHIVOLCS reserves the right to reschedule or cancel bookings for unexpected events;</b></li> <li>4. <b>Requester for the tour must confirm</b> with PHIVOLCS their schedule <b>right after sending their communication</b> especially those sent by fax or mail. PHIVOLCS will confirm if the request can be accommodated on specified date and time. If not, both parties will mutually agree/set date and time. <b>Unconfirmed bookings and last-minute changes</b> especially on the time of reservation <b>will not be entertained;</b></li> </ol>	<p>Three (3) working days</p>	<p>Non-refundable entrance fee of P5.00/person</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 as the schedule is confirmed.</p>

**Actual Tour Day:**

1. Upon arrival at PHIVOLCS the tour coordinator must meet with PHIVOLCS Educational tour coordinator for the fees assessment, and pay the assessed fees to PHIVOLCS 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 PHIVOLCS facility.
2. Strict compliance with time reservation is expected. We emphasize that requesters 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 PHIVOLCS.
3. Coordinators must remind all the participants on their behavior while in the premises of PHIVOLCS. Vandalism, loitering, shouting, eating and drinking inside the auditorium, and other non-desirable behavior are strictly prohibited.

**14. 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 printed 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.

For walk-in request for printed materials:

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
<b>Ms. Felomina F. Cayabyab, GDAPD</b> Trunk line (+63-2) 426-1468 to 79, local 128 Fax/Tel. (+63-2) 927-4524 Email: <ul style="list-style-type: none"> <li>• <i>phivolcs_mail@phivolcs.dost.gov.ph</i></li> <li>• <i>phivolcs.mail@gmail.com</i></li> </ul>	Filled-out Request form for all materials	<ol style="list-style-type: none"> <li>1. View and select from the list of printed materials available from the GDAPD assigned staff;</li> <li>2. Fill-up the request form for print materials</li> <li>3. GDAPD assigned staff gathers information materials and releases to the requestee</li> </ol>	Five (5) working days	None

For multiple (50 or more) copies of flyers and posters:

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
<p><b>Ms. Felomina F. Cayabyab, GDAPD</b> Trunk line (+63-2) 426-1468 to 79, local 128 Fax/Tel. (+63-2) 927-4524 Email:  <ul style="list-style-type: none"> <li>• <i>phivolcs_mail@phivolcs.dost.gov.ph</i></li> <li>• <i>phivolcs.mail@gmail.com</i></li> </ul> </p>	<p>Letter of request is required Address all letters to <b>DR. RENATO U. SOLIDUM, JR.</b> PHIVOLCS Director. Indicate the number of copies needed and purpose. PHIVOLCS will determine the final number of print copies to be released, depending on available stocks and purpose of requestee.</p>	<ol style="list-style-type: none"> <li>1. Letter of Request can be faxed, hand-carried, emailed to <i>phivolcs_mail@phivolcs.dost.gov.ph</i> or mailed;</li> <li>2. If hand-carried, GDAPD assigned staff will receive the letter of request. If request was mailed or faxed, confirm by calling if request was received by GDAPD and when request could be accommodated;</li> <li>3. Fill-up the request form prior to release of printed materials;</li> <li>4. GDAPD assigned staff gathers information materials and releases to the requestee.</li> </ol>	Same day as receipt of request	None

For digital copy of materials:

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
<p><b>Ms. Lucille Rose Sanico, GDAPD</b> Trunk line (+63-2) 426-1468 to 79, local 128 Fax/Tel. (+63-2) 927-4524 Email:  <ul style="list-style-type: none"> <li>• <i>phivolcs_mail@phivolcs.dost.gov.ph</i></li> <li>• <i>phivolcs.mail@gmail.com</i></li> </ul> </p>	<p>Letter of request. Address all letters to <b>DR. RENATO U. SOLIDUM, JR.</b> PHIVOLCS Director. Indicate the title of material and purpose.</p>	<ol style="list-style-type: none"> <li>1. Letter of Request can be faxed, hand-carried, emailed to <i>phivolcs_mail@phivolcs.dost.gov.ph</i> or mailed;</li> <li>2. If hand-carried, GDAPD assigned staff will receive the letter of request. If request was mailed or faxed, confirm by calling if request was received by GDAPD and if request could be accommodated;</li> <li>3. GDAPD staff will email or fax the acknowledgement form to the requestee which should be signed and sent back to PHIVOLCS before the digital file is sent to requestee.</li> </ol>	Three (3) working days	None

## 15. INFORMATION PACKAGE: DUPLICATION OF AUDIO-VISUAL MATERIALS AND DIGITAL IMAGES

Requester may select from the following documentaries produced by PHIVOLCS

*The Killer Quake, 1990*  
*Sta. Elena High School Earthquake Drill*  
*Tsunami (DOST-GIA)*  
*Tsunami Eyewitness Accounts: 1994 Mindoro*  
*Tsunami Eyewitness Accounts: 1976 Moro Gulf*  
*15 November 1994 Mindoro Earthquake and Tsunami*  
*Ang Pagputok Ng Bulkang Mayon, 1993*  
*Pinatubo Lahars*  
*Ang Lahar: Parusa Ba O Paghamon*  
*The Danger is far from Over (1991 Pinatubo Eruptions)*  
*Pagputok ng Bulkang Taal 1965*  
 PHIVOLCS AVP

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

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
<b>Ms. Lucille Rose Sanico, Ms. Dynie Doloiras, GDAPD</b> 2nd floor Trunk line (+63-2) 426-1468 to 79, local 128 Fax/Tel. (+63-2) 927-4524 Email: <a href="mailto:phivolcs_mail@phivolcs.dost.gov.ph">phivolcs_mail@phivolcs.dost.gov.ph</a>	1. Filled-out Request form for Photo and video Packages  2. Data User Agreement form if necessary	1. View list of documentaries and collection of photos of Earthquake, Volcano, and Tsunami. GDAPD assigned staff will assist you in the process. 2. Fill-up the request form. List down selected documentaries or <i>digital</i> photos in the space provided in the request form. 3. After the selection, the GDAPD assigned staff will issue Order of Payment for material(s) chosen; 4. Pay to PHIVOLCS Cashier the appropriate fees indicated in the Order of Payment issued by the GDAPD assigned staff; 5. Show the Official Receipt issued by PHIVOLCS Cashier to the GDAPD assigned staff for documentation. This also serves as your claim stub; 6. If not available on that date, call PHIVOLCS after two (2) working days to confirm availability of request; 7. Claim the CD or DVD, showing the Official Receipt as proof that the claimant is the requesting party or its authorized representative.	Three (3) working days	PhP50.00 per documentary  PhP10.00 per photograph or image (additional PhP25.00 for CD or DVD)

## 16. INFORMATION PACKAGE: EXHIBIT ON-LOAN

**Exhibit** – collection of framed posters or mounted diagrams for public viewing. These are displayed at the PHIVOLCS Main and field stations. Exhibits are mostly composed of framed posters and tarpaulins about volcano, earthquake and tsunami. 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.

Contact Person(s)	Documents Required	Procedure	Processing Time	Fees
<p><b>Mr. Melcario Pagtalunan, GDAPD</b>            2nd floor Trunk line (+63-2) 426-1468 to 79, local 128            Fax/Tel. (+63-2) 927-4524            Email: <i>phivolcs_mail@phivolcs.dost.gov.ph</i></p>	<p>Letter of Request. Address all letters to <b>DR. RENATO U. SOLIDUM, JR.</b> PHIVOLCS Director. Indicate the topics of interest, date, duration and venue of exhibit, targeted audience and materials needed. Acceptance of requests is on <b>first come first serve basis. PHIVOLCS reserves the right to reschedule or cancel requests for unexpected events.</b></p>	<ol style="list-style-type: none"> <li>1. Send letter of request               <ol style="list-style-type: none"> <li>a. Letter of Request can be faxed, hand-carried, emailed to <i>phivolcs_mail@phivolcs.dost.gov.ph</i> or mailed;</li> <li>b. If hand-carried, a GDAPD assigned staff will receive the letter request.</li> <li>c. If letter of request was mailed or faxed, a GDAPD assigned staff will confirm by calling if requested materials are available or request has been approved;</li> </ol> </li> <li>2. If request has been approved, set up appointment with GDAPD assigned staff to visit the office and select exhibit materials to be borrowed.</li> <li>3. Set date to pick-up exhibit materials;</li> <li>4. Before exhibit materials can be taken out of PHIVOLCS, requestee and GDAPD assigned staff will fill out the Acknowledgement/ Exhibit Materials Gate Pass form in duplicate. Transport of materials to the venue and back to PHIVOLCS is the responsibility of the client.</li> </ol>	<p>Three (3) working days</p>	<p>none. In case of damage/ loss the requestee will shoulder the cost of repair or replacement of exhibit package.</p>

**Additional requirements:** Requesting organization should provide

1. Transportation (pick-up and return of exhibit and resource person to PHIVOLCS Office);
2. Meal and accommodation of resource person if outside Metro Manila and requiring overnight stay.

## **17. PHIVOLCS S & T LIBRARY SERVICES**

PHIVOLCS S&T library has a collection of books, journals, news clippings related to volcanoes, earthquakes and tsunamis available for public use within the premises of the S&T Library.

Contact Person:

**JOAN M. BELIRAN**

Library, Ground floor

Trunk line (+63-2) 426-1468 to 79, local 134

Email: *phivolcs\_mail@phivolcs.dost.gov.ph*