



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



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

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

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

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

Complex Transactions – pertain to multiple site requests for single hazard, single site requests for multiple hazards or multiple site requests for multiple hazards, provided that hazard data or information necessary for assessment are readily available.

Highly Technical Transactions – pertain to single or multiple site requests for multiple hazards, with no or partially readily available hazard information or data necessary for assessment. This may need detailed analysis of the site, if needed.

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| Office or Division: | Geology and Geophysics Research and Development Division (GGRDD) | |
| Classification: | Simple, Complex to Highly Technical | |
| 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 |
| If acquiring hazards assessment and Hazard Assessment Report for reference purposes | | |
| 1. Computer or a mobile device with access to the internet | Requesting Party | |
| If acquiring Hazard Assessment Report for submission to institutions | | |
| 2. Computer or a mobile device with access to the internet | Requesting Party | |
| 3. Digital copy of vicinity map showing the parcel boundary of the land area on Google Earth map or imagery or geographical information of the area | Requesting Party | |
| 4. Transfer Certificate of Title (TCT) or Tax Declaration of the lot, if applicable. | Requesting Party, Land Registration Authority/Registry of Deeds or Local | |



| Ensure readable TCT details like lot number and block number as these will appear in the Hazard Assessment Report. If TCT is not available, Tax Declaration may suffice. If neither TCT nor Tax Declaration is available, fill out address to be indicated in the Hazard Assessment Report. | | Government Unit/Assessor's Office | | |
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| 5. Online Hazard Assessment Service Form <i>All documents submitted to PHIVOLCS shall be part of PHIVOLCS records and not available to the public for privacy. These will not be returned to the client.</i> | | Online Hazard Assessment Service (OHAS) Portal (https://has.phivolcs.dost.gov.ph) | | |
| 6. Online Hazard Assessment Service Satisfaction Survey Form | | Online Hazard Assessment Service (OHAS) Portal (https://has.phivolcs.dost.gov.ph) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| If acquiring hazards assessment and reports for reference purposes | | | | |
| 1. Visit HazardHunterPH at https://hazardhunter.georisk.gov.ph (for site-specific assessment) or GeoAnalyticsPH at https://geoanalytics.georisk.gov.ph (for LGU-wide assessment) | 1. Site security and maintenance | None | 1 minute, based on system response time | <i>Information Technology Officer II/ Information Technology I of the Geomatics and Hazards Assessment Service Section</i> |
| 2. Generate assessment report | 2. Quality assurance and database maintenance | | 5 minutes, based on system response time | |
| 3. Fill out the Feedback Form in either HazardHunterPH and/or GeoAnalyticsPH | 3. Maintenance of feedback forms | | 5 minutes | |
| If acquiring Official Hazard Assessment Report for submission to institutions | | | | |
| 1. Simple Transactions | | | | |
| 1. Access | 1. Site security and | | 1 minute | <i>Information</i> |



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| PHIVOLCS OHAS at https://has.phivolcs.dost.gov.ph | maintenance | | | <i>Technology Officer II/ Information Technology I of the Geomatics and Hazards Assessment Service Section</i> |
| 2. Submit Online Hazard Assessment Request Form with necessary requirements. | 2.1. Frontline reviews filled out form and document attachments | | 30 minutes | <i>Science Research Analyst, Science Aid of the Geomatics and Hazards Assessment Service Section</i> |
| *Client receives tracking number and confirmation through email that the request is being processed. | 2.2. Frontline forwards to Officer-of-the-Day | | 1 minute | <i>Science Research Analyst, Science Aid of the Geomatics and Hazards Assessment Service Section</i> |
| | 2.3. Officer-of-the-Day conducts hazards assessment using HazardHunterPH functionality in OHAS Admin Portal or PHIVOLCS online and local GIS applications (this includes editing and syncing geodatabases, generating and uploading of HAM) | | within 1 day | <i>Science Research Specialist II / Science Research Specialist I of GGRDD</i> |
| | 2.4. Officer-of-the-Day drafts Hazard Assessment | | 10 minutes | <i>Science Research Specialist II / Science</i> |



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| | Report (HAR) | | | <i>Research Specialist I of GGRDD</i> |
| | 2.5. Officer-of-the-Day forwards HAR to the Verifier-of-the-Day | | 1 minute | <i>Science Research Specialist II / Science Research Specialist I of GGRDD</i> |
| | 2.6. Verifier-of-the-Day receives and checks hazards assessment and HAR | | within 1 day | <i>Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II of GGRDD</i> |
| | 2.7. Verifier-of-the-Day forwards HAR to the Chief or Officer-In-Charge (OIC) | | 1 minute | <i>Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II of GGRDD</i> |
| | 2.8. Chief or OIC receives and checks HAR | | within 1 day, including possible revisions | <i>Chief Science Research Specialist / Supervising Senior Science Research Specialist / Senior Science Research Specialist of GGRDD</i> |
| | 2.9. Chief or OIC approves HAR | | 1 minute | <i>Chief Science Research Specialist / Supervising Senior Science</i> |



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| | | | | <i>Research Specialist / Senior Science Research Specialist of GGRDD</i> |
| 3.1 If from Government, no payment needed | 3.1.1 If from Government, HAR is released in OHAS platform | Free for those covered by applicable Government Issuances | 1 minute | <i>Science Research Analyst, Science Aide of the Geomatics and Hazards Assessment Service Section</i> |
| 3.2 If Individual Owner, Private Sector, or Consultant, stakeholder deposits payment to PHIVOLCS accredited Payment Channels. If payment is done through PHIVOLCS cashier- Stakeholder gets order of payment from Frontline staff and pays | 3.2.1 If Individual Owner, Private Sector, or Consultant, frontline checks proof of payment submitted online before releasing the HAR in OHAS Portal. <i>Frontline may follow up with the client regarding payment.</i> If payment is done through PHIVOLCS cashier- Frontline issues order of payment to client then, client uploads scanned copy of receipt to OHAS Portal | Php 100.00 (Individual private property owners) Php 500.00 (Private companies) | 10 minutes | <i>Science Research Analyst, Science Aide of the Geomatics and Hazards Assessment Service Section</i> |
| 3.2 Upload copy of proof of payment at the OHAS Portal using tracking | 3.2.2. The OHAS system or frontline notifies requesting party via email | | 1 minute | <i>Science Research Analyst, Science Aid of the Geomatics</i> |



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| number provided in the email confirmation | that HAR has been released in OHAS | | | and Hazards Assessment Service Section |
| 4. Download Hazard Assessment Report (HAR) from OHAS Portal | 4. Site security and maintenance | | 1 minute | <i>Information Technology Officer II</i> of the Geomatics and Hazards Assessment Service Section |
| If acquiring Official Hazard Assessment Report for submission to institutions | | | | |
| 2. Complex Transactions | | | | |
| 1. Access PHIVOLCS OHAS at https://has.phivolcs.dost.gov.ph | 1. Site security and maintenance | | 1 minute | <i>Information Technology Officer II / Information Technology I</i> of the Geomatics and Hazards Assessment Service Section |
| 2. Submit Online Hazard Assessment Request Form with necessary requirements. | 2.1. Frontline reviews filled out form and document attachments | | 30 minutes | <i>Science Research Analyst, Science Aid</i> of the Geomatics and Hazards Assessment Service Section |
| *Client receives tracking number and confirmation through email that the request is being processed. | 2.2. Frontline forwards to Officer-of-the-Day | | 1 minute | <i>Science Research Analyst, Science Aid</i> of the Geomatics and Hazards Assessment Service Section |
| | 2.3. Officer-of-the-Day conducts hazards assessment using HazardHunterPH functionality in OHAS Admin Portal or | | 4 days | <i>Science Research Specialist II / Science Research Specialist I</i> of GGRDD |



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| | PHIVOLCS online and local GIS applications (this includes editing and syncing geodatabases, generating and uploading of HAM) | | | |
| | 2.4. Officer-of-the-Day drafts Hazard Assessment Report (HAR) | | 10 minutes | <i>Science Research Specialist II / Science Research Specialist I of GGRDD</i> |
| | 2.5. Officer-of-the-Day forwards HAR to the Verifier-of-the-Day | | 1 minute | <i>Science Research Specialist II / Science Research Specialist I of GGRDD</i> |
| | 2.6. Verifier-of-the-Day receives and checks hazards assessment and HAR | | 2 days | <i>Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II of GGRDD</i> |
| | 2.7. Verifier-of-the-Day forwards HAR to the Chief or Officer-In-Charge (OIC) | | 1 minute | <i>Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II of GGRDD</i> |
| | 2.8. Chief or OIC receives and | | 1 day | <i>Chief Science Research Specialist /</i> |



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| | checks HAR | | | <i>Supervising Senior Science Research Specialist / Senior Science Research Specialist of GGRDD</i> |
| | 2.9. Chief or OIC approves HAR | | 1 minute | <i>Chief Science Research Specialist / Supervising Senior Science Research Specialist / Senior Science Research Specialist of GGRDD</i> |
| 3.1 If from Government, no payment needed | 3.1.1 If from Government, HAR is released in OHAS platform | Free for those covered by applicable Government Issuances | 1 minute | <i>Science Research Analyst, Science Aide of the Geomatics and Hazards Assessment Service Section</i> |
| 3.2 If Individual Owners, Private Sector, or Consultants, stakeholder deposits payment to PHIVOLCS accredited Payment Channels. If payment is done through PHIVOLCS cashier- Stakeholder gets | 3.2.1 If Individual Owners, Private Sector, or Consultants, frontline checks proof of payment submitted to online system before releasing of HAR in OHAS Portal. <i>Frontline may follow up with the client regarding payment.</i> If payment is done through | For Individual private property owners: Php 100.00/ per HAR (Earthquake and/or Volcano HAR) For Private companies: Php 500.00 per HAR (Earthquake and/or Volcano | 10 minutes | <i>Science Research Analyst, Science Aide of the Geomatics and Hazards Assessment Service Section</i> |



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| order of payment from Frontline staff and pays | PHIVOLCS cashier- Frontline issues order of payment to client then, client uploads scanned copy of receipt to OHAS Portal | HAR | | |
| 3.2 Upload copy of proof of payment at the OHAS Portal using tracking number provided in the email confirmation | 3.2.2. The OHAS system or frontline notifies requesting party via email that HAR has been released in OHAS | | 1 minute | <i>Science Research Analyst, Science Aid of the Geomatics and Hazards Assessment Service Section</i> |
| 4. Download Hazard Assessment Report (HAR) from OHAS Portal | 4. Site security and maintenance | | 1 minute | <i>Information Technology Officer II of the Geomatics and Hazards Assessment Service Section</i> |
| If acquiring Official Hazard Assessment Report for submission to institutions | | | | |
| 3. Highly Technical Transactions | | | | |
| 1. Access PHIVOLCS OHAS at https://has.phivolcs.dost.gov.ph | 1. Site security and maintenance | | 1 minute | <i>Information Technology Officer II/ Information Technology I of the Geomatics and Hazards Assessment Service Section</i> |
| 2. Submit Online Hazard Assessment Request Form with necessary requirements. | 2.1. Frontline reviews filled out form and document attachments | | 30 minutes | <i>Science Research Analyst, Science Aid of the Geomatics and Hazards Assessment Service Section</i> |
| *Client receives tracking number | 2.2. Frontline forwards to | | 1 minute | <i>Science Research</i> |



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| and confirmation through email that the request is being processed. | Officer-of-the-Day | | | <i>Analyst, Science Aid of the Geomatics and Hazards Assessment Service Section</i> |
| | 2.3. Officer-of-the-Day conducts hazards assessment using HazardHunterPH functionality in OHAS Admin Portal or PHIVOLCS online and local GIS applications (this includes editing and syncing geodatabases, generating and uploading of HAM) | | 15 days | <i>Science Research Specialist II / Science Research Specialist I of GGRDD</i> |
| | 2.4. Officer-of-the-Day drafts Hazard Assessment Report (HAR) | | 10 minutes | <i>Science Research Specialist II / Science Research Specialist I of GGRDD</i> |
| | 2.5. Officer-of-the-Day forwards HAR to the Verifier-of-the-Day | | 1 minute | <i>Science Research Specialist II / Science Research Specialist I of GGRDD</i> |
| | 2.6. Verifier-of-the-Day receives and checks hazards assessment and HAR | | 3 days | <i>Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II of GGRDD</i> |



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| | 2.7. Verifier-of-the-Day forwards HAR to the Chief or Officer-In-Charge (OIC) | | 1 minute | <i>Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II of GGRDD</i> |
| | 2.8. Chief or OIC receives and checks HAR | | 1 day | <i>Chief Science Research Specialist / Supervising Senior Science Research Specialist / Senior Science Research Specialist of GGRDD</i> |
| | 2.9. Chief or OIC approves HAR | | 1 minute | <i>Chief Science Research Specialist / Supervising Senior Science Research Specialist / Senior Science Research Specialist of GGRDD</i> |
| 3.1 If from Government, no payment needed | 3.1.1 If from Government, HAR is released in OHAS platform | Free for those covered by applicable Government Issuances | 1 minute | <i>Science Research Analyst, Science Aide of the Geomatics and Hazards Assessment Service Section</i> |
| 3.2 If Individual Owners, Private Sector, or Consultants, stakeholder deposits payment | 3.2.1 If Individual Owners, Private Sector, or Consultants, frontline checks proof of payment | For Individual private property owners: Php 100.00/ per | 10 minutes | <i>Science Research Analyst, Science Aide of the Geomatics and Hazards Assessment</i> |



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| <p>to PHIVOLCS accredited Payment Channels.</p> <p>If payment is done through PHIVOLCS cashier- Stakeholder gets order of payment from Frontline staff and pays</p> | <p>submitted to online system before releasing of HAR in OHAS Portal. <i>Frontline may follow up with the client regarding payment.</i></p> <p>If payment is done through PHIVOLCS cashier- Frontline issues order of payment to client then, client uploads scanned copy of receipt to OHAS Portal</p> | <p>HAR (Earthquake and/or Volcano HAR)</p> <p>For Private companies :</p> <p>Php 500.00 per HAR (Earthquake and/or Volcano HAR)</p> | | <p>Service Section</p> |
| <p>3.2 Upload copy of proof of payment at the OHAS Portal using tracking number provided in the email confirmation</p> | <p>3.2.2. The OHAS system or frontline notifies requesting party via email that HAR has been released in OHAS</p> | | <p>1 minute</p> | <p><i>Science Research Analyst, Science Aid of the Geomatics and Hazards Assessment Service Section</i></p> |
| <p>4. Download Hazard Assessment Report (HAR) from OHAS Portal</p> | <p>4. Site security and maintenance</p> | | <p>1 minute</p> | <p><i>Information Technology Officer II of the Geomatics and Hazards Assessment Service Section</i></p> |
| | <p>TOTAL Simple Complex Highly Technical</p> | <p>3days,58m 5days,69m 19days,69m</p> | | |



2. Geology- and Geomatics-related Information package

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

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

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

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

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

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| Office or Division: | Geology and Geophysics Research and Development Division (GGRDD) | | | |
| Classification: | Simple, Complex to Highly Technical | | | |
| 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 a mobile device with access to the internet | | Requesting Party | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| If requesting for Web Map/Feature Services for reference purposes | | | | |
| 1. Access the | 1. Site security and | None | 1 minute, | <i>Information</i> |



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| Geomatics GIS Web Portal at https://gisweb.phivolcs.dost.gov.ph/gisweb/geomatics-services-request | maintenance | | based on system response time | <i>Technology Officer II/ Information Technology Officer I</i> of the Geomatics and Hazards Assessment Service Section |
| 2. Fill out and submit the Geomatics Data and Services Form | 2. Receives client request (automated reply email) Geomatics Monthly Monitor (GeMM) may contact client for clarifications or if data requested is unavailable. | None | 5 minutes, based on system response time | <i>Science Research Specialist II/ Science Research Specialist I and Information Technology Officer II/ Information Technology Officer I</i> of the Geomatics and Hazards Assessment Service Section |
| 3. Fill out the Data User Agreement (DUA) or Memorandum of Understanding (MOU) attached in the automated reply email and send to geomatics@phivolcs.dost.gov.ph | 3.1. Check validity of DUA/MOU | None | 5 minutes | <i>Science Research Specialist II / Science Research Specialist I</i> of the Geomatics and Hazards Assessment Service Section |
| | 3.2. Forward DUA/MOU to Agency Head or Division Chief | None | 1 minute | <i>Science Research Analyst, Science Aid</i> of the Geomatics and Hazards Assessment Service Section |
| | 3.3. Obtain approval | None | 2 days | <i>Head of</i> |



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| | from Agency Head or Division Chief by signing DUA or MOU | | | <i>Agency/ Division Chief Geology, Geophysics R&D Division</i> |
| 4. Check email for Web Services link | 4. * <i>Geomatics Monthly Monitor (GeMM)</i> drafts template reply email for release of the Web Services link with explanations on other concerns to the stakeholder. | None | 1 minute | <i>Science Research Specialist II/ Science Research Specialist I of the Geomatics and Hazards Assessment Service Section</i> |
| 5. Fill out and submit Stakeholder Satisfaction Form | 5. Maintenance of feedback forms | None | 5 minutes | <i>Science Research Specialist II/ Science Research Specialist I of the Geomatics and Hazards Assessment Service Section</i> |
| If requesting for Earthquake and Volcanic Hazards Map Layouts | | | | |
| 1. Access the Geomatics GIS Web Portal at https://gisweb.phivolcs.dost.gov.ph/gisweb/earthquake-volcano-related-hazard-gis-information or at https://hazardhunter.georisk.gov.ph | Site security, maintenance and ensure map repository and hazard maps are up-to-date | None | 1 minute | <i>Science Research Specialist II/ Science Research Specialist and Information Technology Officer II/ Information Technology Officer I of the Geomatics and Hazards Assessment Service Section</i> |
| 2. Select area to sort (from National to | | None | 1 minute | |



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| Municipal level) | | | | |
| 3. Select hazard/s | | None | 1 minute | |
| 4. Click Submit and wait for results to appear | | None | 1 minute, based on system response time | |
| 5. Click thumbnails to download hazard maps | | None | 1 minute, based on system response time | |
| If requesting information not available at PHIVOLCS' online hazard assessment platforms | | | | |
| 1. Send request addressed to Usec. Renato U. Solidum, Jr. by emailing it to od@phivolcs.dost.gov.ph or ggrdd.mail@phivolcs.dost.gov.ph | 1. Review the request and forward to specific technical or concerned group/s or personnel. 1.1. Technical personnel/ concerned group process the request | None | Three (3) working days, or if request is complex, DOST-PHIVOLCS acknowledges receipt of the request and indicates time of release to stakeholders | <i>Head of Agency/ Division Chief Geology, Geophysics R&D Division</i> |
| | 1.2 Draft reply on information being requested | None | One (1) day | <i>Technical Personnell/ Concerned Section</i> |
| 2. Receive email reply | 2. Approval and release of reply via email | None | 1 minute | <i>Head of Agency/ Division Chief Geology, Geophysics R&D Division</i> |
| | TOTAL | | 6days,24min | |