



## NAMRIA-01. Provision of Printed Products (Maps, Charts, and Publications)

Clients can purchase at the NAMRIA main and regional Map Sales Offices (MSOs) or order online through the e-Mapa the following over-the-counter printed products:

PRINTED PRODUCT	UNIT	PRODUCT PRICE (PP)
Administrative Map	sheet	200.00
Bajo de Masinloc	book	1,200.00
Nautical Chart (black and white)	sheet	450.00
Nautical Chart (colored)	sheet	600.00
Philippine Coast Pilot (per volume)	book/CD	2,000.00
Philippine List of Lights	book	400.00
Relief Map of the Philippines	sheet	300.00
Tide and Current Table	book	480.00
Topographic Map (all scales)	sheet	120.00

Options for **OFF-SITE CASH PAYMENT** allow clients to pay the required fees through the Land Bank of the Philippines (LBP), or as per instruction of the MSO Staff. Clients must secure Proof of Payment (POP). Verification of POP may take 2 days.

For online ordering, the shipping fee and delivery time are not included in this procedure.

<b>OFFICE OR DIVISION</b>	Map Sales Office (MSO)	
<b>CLASSIFICATION</b>	Simple	
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
<b>WHO MAY AVAIL</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Proof of Payment (POP) – (3 photocopies/ digital copy)	Client's bank (for off-site payment)	



WALK-IN CLIENTS	e-MAPA CLIENTS
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about the printed products to buy	Discuss product specification, service requirements, availability, processing time, payment options, price, and delivery mode	None	Time starts after the client submits all requirements, if any, and MSO Staff acknowledges the TOA the ECR.  Source: JMC 2019-001 IRR of RA11032 Rule VII Section 2.b	<i>MSO Staff</i>
Provide client details	Fill out the Client Details of the ECR			
Identify the printed products to buy	Fill out the Product Details and generate ECR and show the Terms of Agreement (TOA)			
1. Acknowledge TOA and validate the product to buy	1. Issue Order of Payment (OP)	None	15 minutes	<i>MSO OIC/Staff</i>
For MSOs other than the Fort Bonifacio and San Nicolas MSOs, clients may need to present the OP to the Accounting Office of the DENR for recording purposes before paying to the Cashier (20 minutes).				
2. Pay the required fee	2. Issue Official Receipt (OR)	See PP Table above	10 minutes	<i>MSO Collecting Officer</i>
3. Present OR	3. Verify and record OR on ECR	None	5 minutes	<i>MSO Staff</i>
	3.1. Prepare printed product		5 minutes / product	
	3.2. Release printed product		5 minutes	
4. Accept printed product	4. Release OR and ask the client to accomplish the Client Satisfaction (CS) form	None	5 minutes	<i>MSO Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Browse product to buy at <a href="https://namria.gov.ph/eMapa/">https://namria.gov.ph/eMapa/</a>	1. Display product specifications	None	Client-driven	<i>Not Applicable</i>
2. Send cart for verification	2. Call/Email client to verify product on cart		Client-driven	<i>MSO Staff</i>
3. Validate the ordered product	3. Send Order of Payment (OP)		10 minutes	<i>MSO Staff</i>
4. Pay required fee (Off-site payment)	4. Wait for Proof of Payment (POP)	See PP Table above	Client-driven	<i>MSO Staff</i>
5. Send digital POP	5. Verify POP	None	30 minutes	<i>Cashier Administrative Division</i>
	5.1. Prepare printed product		5 minutes /product	<i>MSO Staff</i>
	5.2. Release printed product and OR		10 minutes	<i>MSO Staff</i>
	5.3. Send Client Satisfaction (CS) form link			
Accomplish CS form	Accept and verify CS form	None	Optional	<i>MSO Staff</i>
Accomplish Product Evaluation (PE) form	Accept and verify PE form	None	For returning clients	<i>MSO Staff</i>
			45 minutes	
			<b>TOTAL</b>	