



NAMRIA-06. Registration for GIS and Other Geomatics Trainings

The NAMRIA accepts applications to the following training courses through the NAMRIA Geomatics Training Center (NGTC), which is an accredited training center by the Civil Service Commission (CSC) and Continuing Professional Development (CPD) accredited by the Philippine Regulations Commission (PRC). The training program is not automatically registered to CPD but depends on the profession of the participants who enrolled 45 days prior to the training date.

The NAMRIA also accepts off-site trainings for groups, with a maximum of twenty-five (25) participants.

TRAINING COURSES	COURSE DURATION
Advanced Geographic Information System (GIS)	5 days
Advanced GIS (online)	5 days
Basic GIS	5 days
Basic GIS (online)	5 days
Basic Hydrography (Module I Online)	5 days
Basic Hydrography (Modules I and II)	5 days
Data Visualization	5 days
GIS for Executives	1 day
Global Positioning System (GPS)	5 days
GNSS and PageNet	5 days
Unmanned Aerial Vehicle (UAV) Mapping for GIS	5 days

Options for **OFF-SITE CASH PAYMENT** allow clients to pay the required fees through the Land Bank of the Philippines (LBP) or per instruction of the CSU-SSB Staff during the inquiry. Clients must secure Proof of Payment (POP).

OFFICE OR DIVISION	NAMRIA Geomatics Training Center (NGTC)
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business



WHO MAY AVAIL		All
CHECKLIST OF REQUIREMENTS		
COURSE	REQUIREMENTS	WHERE TO SECURE
Basic Geographic Information System (GIS)	Knowledge in Basic Computer Operation and Windows OS commands	Not Applicable(N/A)
Advanced GIS	Certificate of Basic GIS Training - (1 photocopy/digital copy) or Certification from the immediate supervisor /employer that the participant is using GIS in their field of work.	NAMRIA GTC or Immediate Supervisor of participants
Basic Hydrography (Module I)	General knowledge of Earth Science and Measurements	N/A
Basic Hydrography (Module II)	Basic Hydrography (Module I)- NAMRIA	NAMRIA GTC
Data Visualization	Knowledge in Microsoft Office products (Excel or MS Access)	N/A
GNSS and PageNet	Knowledge in surveying and computer operation	N/A
Unmanned Aerial Vehicle (UAV) Mapping for GIS	Certificate of Basic GIS Training or Certification from the immediate supervisor/employer that the participant is using GIS in the field of work.	NAMRIA GTC or Immediate Supervisor of participants
GIS for Executives	Participants are preferably supervisors and managerial positions.	N/A
OTHER REQUIREMENTS		
Proof of Payment (POP) – (3 photocopies/digital copy)		Client's bank (for offsite payment)
GTC Registration Form – (online)		www.namria.gov.ph/gtcis/Trainings.aspx
GTC Registration Form – (1 original/digital copy)		NGTC
REQUIREMENTS FOR GOUP APPLICATIONS		
Memorandum of Agreement (MOA) – (3 original copies)		NGTC

FOR ONSITE INDIVIDUAL APPLICATION	FOR OFFSITE GROUP APPLICATION
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire about training application	Discuss product specification, service requirements, availability, processing time, payment options, fees and MOA requirement for group applications.	None	Time will start immediately after accomplishing the GTC online pre-registration/ registration form The MOA processing time is not included.	<i>NGTC Staff</i> <i>GISD</i>
1. Submit all required documents	1. Verify all required documents	None	15 minutes	<i>NGTC Staff</i> <i>GISD</i>
2. Pay the required fee	2. Issue and record OR on ECR	See CF Table below	10 minutes	<i>Cashier</i> <i>Administrative Division</i>
1. Submit all required documents	1. Verify all requirements, particularly MOA.	None	20 minutes	<i>NGTC Staff</i> <i>GISD</i>
2. Pay the required fee after the conduct of the training	2. Issue and record OR on ECR	See MOA	10 Minutes	<i>Cashier</i> <i>Administrative Division</i>
3. For off-site payment, submit POP	3. Verify POP and issue OR	None	1 day	<i>Cashier</i> <i>Administrative Division</i>
	3.1. Record OR on ECR and send scanned OR and CS form.	None		<i>NGTC Staff</i> <i>GISD</i>
Accomplish CS form	Accept and verify CS form	None	Optional	<i>NGTC Staff</i> <i>GISD</i>
			TOTAL	
				25 minutes + 1 day for verification of POP
				30 minutes + 1 day for



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			verification of POP	

COURSE	UNIT	COURSE FEE (CF)*
Advanced GIS	person	7,500.00
Advanced GIS (online)	person	5,000.00
Basic GIS	person	7,500.00
Basic GIS (online)	person	5,000.00
Basic Hydrography (Module I online)	person	5,000.00
Basic Hydrography (Modules I and II)	person	7,500.00/module
Data Visualization	person	7,500.00
GIS for Executives	person	1,500.00
GNSS and PageNet	person	7,500.00
Global Positioning System (GPS)	person	7,500.00
Unmanned Aerial Vehicle (UAV) Mapping for GIS	person	7,500.00
*Group of four female individuals may avail the plus one package for free(4 paying +1 free)		