











Citizen's Charter No. GISMB/GSDD-02

- Name of Office** : **Geospatial Systems Development Division, Geospatial Information Systems Management Branch
National Mapping and Resource Information Authority**
- Frontline Service** : **Provision of Web Publishing Services**
- Schedule of Availability of Service** : **Monday – Friday, 8:00 AM – 5:00 PM**
- Who May Avail of the Service** : **Internal Clients**
- How to Avail of the Service** : **Walk-in and Phone-in**

NO. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Request for desired product/service Fill out and submit Client Request Form 	Accept request Check completeness of information provided in the form 	 MARITES B. TA-A Clerk	1 minute	Client Request Form	None
		Approve request	 ROMEL J. FRANCISCO Web Master	1 minute	None	None

NO. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
2	Submit web requirements 	Process and present web page on local server	 NORMAN L. BOYDON Web Assistant	1 day/page	None	None
3	Validate web page 	Publish web page online	Web Assistant	1 minute	None	None
4	Sign acceptance and provide feedback in Client Request Form 	File Client Request Form	 MARITES B. TA-A Clerk	1 minute	CRF	None
				Total duration: 1 day and 4 minutes		