

**Citizen's Charter No. GISMB/OD-01**





**Name of Office** : **Office of the Director, Geospatial Information Systems Management Branch (GISMB)  
National Mapping and Resource Information Authority**





**Frontline Service** : **Review, Approval, and Endorsement of Documents**




**Schedule of Availability of Service** : **Monday – Friday, 8:00 AM – 5:00 PM**



**Who May Avail of the Service** : **Internal and External Clients**

**How to Avail of the Service** : **Walk-in, Phone-in, and Mail**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Forward document/s received from the Office of the Administrator 	Receive, classify, record, and forward the document/s 	 <p><b>GLORIA D. RESURRECCION</b> Secretary Office of the Assistant Director</p>  <p><b>EMMALYN DG. RANCES</b> Secretary Office of the Director</p>	5 minutes	Routing Slip	None

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
		<p>Review, endorse/approve (based on the Revised Manual of Approval), and sign the document/s</p> 	 <p><b>NELSON M. DE LEON</b> Assistant Director</p>  <p><b>JOHN SANTIAGO F. FABIC</b> Director</p>  <p><b>EFREN P. CARANDANG</b> Deputy Administrator</p>	<p>Internal – 1 hour to 1 day</p> <p>External – 3 days to 1 week</p>	<p>None</p>	<p>None</p>

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
			 <b>ROWENA E. BONGALOS</b> Chief of Staff   <b>DR. PETER N. TIANGCO,</b> <b>CESO I</b> Administrator			
		Record and release the document/s to the concerned unit	 <b>GLORIA D. RESURRECCION</b> Secretary Office of the Assistant Director	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]
			 <b>EMMALYN DG. RANCES</b> Secretary Office of the Director			
2	Receive the document/s					
				<b>Total duration:</b>  <b>Internal -</b> <b>1 hour and 6 minutes</b> <b>to</b> <b>1 day and 6 minutes</b>  <b>External -</b> <b>3 days and 6 minutes</b> <b>to</b> <b>7 days and 6 minutes</b>		