

Citizen's Charter No. MGB/CD-02



**Name of Office** : **Cartography Division, Mapping and Geodesy Branch  
National Mapping and Resource Information Authority**

**Frontline Service** : **Issuance of Certification and Map Evaluation**



**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]	CARTO ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Request for issuance of Certification and map evaluation →	Prepare quotation, Client Order Slip (COS) and Client Request Form (CRF) to be given to the client	 <b>ROSANITA E. CELIZ</b> Cartographer I	5 minutes		<b>Evaluation/Certification of Maps:</b>  Application Fee : PhP 500.00 Evaluation Fee: Map size (Area in sq. cm) x PhP 0.20
2	Fill-up COS and CRF to the designated Product Custodian →	Receive the filled-out COS and CRF from the Client;  Check completeness of the filled out form/slip of the client  Prepare price quotation Order of Payment Slip (OPS) (4 copies) to be given by the client to the cashier	 <b>ROSANITA E. CELIZ</b> Cartographer I	1 minute		Detail of Information: PhP 2,000.00 Certification Fee: PhP 200.00  *Processing time varies depending on the quality, quantity and size of maps to be evaluated or certified.

3	<p>Go to Accounting Section to get Control Number for the OPS and Signature of Accountant</p> <p style="text-align: right;">➔</p>	<p>Receive and add control number with counter signature</p>	 <p><b>JEFFERSON D. CARINGAL</b> Account Officer II</p>	1 minute		
4	<p>Go to cashier for Payment and receipt number added to the COS</p> <p>Received OR, COS with OR number and one (1) copy of signed OPS</p> <p style="text-align: right;">➔</p>	<p>Receive OPS &amp; payment and issue Official Receipt (OR)</p>	 <p><b>JULIET I. VILLANUEVA</b> Cashier</p>	3 minutes		
5	<p>Go back to Cartography Division with payment receipt and 1 copy of signed Order of Slip</p> <p style="text-align: right;">➔</p>	<p>Receive the copy of signed Order of Slip from the client</p> <p>Evaluate the details and information reflected on the map</p> <p>Certify the correctness of the map</p>	 <p><b>ENGR. BRIAN A. DELA CRUZ</b> Chief, Cartography Division</p>	4-5 days		

		Release the requested maps and record the transaction in the section's logbook	 <b>ROSANITA E. CELIZ</b> Cartographer I	2 minutes		
6	Receive certification and sign the Memorandum Of Agreement (MOA) & Client Need Assessment Form (CNA) (for returning clients only)	Compile COS, MOA & CAN and submit copy to Branch ICSU	 <b>ROSANITA E. CELIZ</b> Cartographer I		COS MOA CAN Valid ID & any of the following: Resident/ license certificate of the client or representative ( ex. LTO, Cedula, PRC etc. )	
				<b>Total duration</b> <b>Map Certification: 4 days &amp; 13 minutes to 5 days &amp; 13 minutes</b> <b>Map Evaluation: 4 days &amp; 13 minutes to 5 days &amp; 13 minutes</b>		