

Citizen's Charter No. MGB/PD-01





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



Frontline Service : **Provision of Large-Scale Topographic, Orthoimage and Orthophoto Base Maps and Aerial Photographs**





Schedule of Availability of Service : **Monday – Friday, 8:00 A.M. – 5:00 P.M.**



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



How to Avail of the Service : **Walk-In, Phone-In, Mail, Online Request**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/LOCATION [D]	DURATION* [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Request desired products and services. 	Accept request. 	 NELMA B. BRAVO Cartographer I	1 minute	1. Request Letter (optional) 2. Digital Boundary of Specific Location or Area of Interest (AOI) in Shapefile (*.shp), Drawing (*.dwg) or *.kmz file formats	Digital Topographic Base Map (a) 1:10,000 - Php 9,000.00 (b) 1:5,000 - Php 9,000.00 Printing of Digital Topographic Map (Standard Format)
		<u>For large-scale 1:10,000 topographic base maps:</u> 1. Accept request. 2. Check availability of requested data samples. 3. Prepare cost quotation, Memorandum of Agreement (MOA), Client Request Form (CRF) and Client Order Slip (COS)	 LEO B. GRAFIL Engineer IV	15-30 minutes		(a) Enhanced 1:10,000 scale - Php 1,200.00 (b) Vector File -1:10,000 scale - Php 800.00 1:5,000 scale Orthophoto Map (3"x3" map sheet) (a) Printed File photo paper - Php 1,800.00 (b) Digital File 3"x3" map sheet - Php 6,000.00

		<p><u>For orthophoto and orthoimage base maps, satellite image:</u></p> <ol style="list-style-type: none"> 1. Accept request. 2. Check availability of requested data samples. 3. Prepare cost quotation, Memorandum of Agreement (MOA), Client Request Form (CRF) and Client Order Slip (COS) 	 <p>GLICERIA Y. YARRE Engineer IV</p>	30-45 minutes		<p>Satellite Data</p> <p>(a) Printed File (customized printing)</p> <ul style="list-style-type: none"> - Plain Paper – Php 1.00/sq inch - Photo Paper – Php 2.00/sq inch <p>(b) Digital file</p> <ul style="list-style-type: none"> - 15"x15" map sheet – Php 6,000.00
		<p><u>For aerial photographs:</u></p> <ol style="list-style-type: none"> 1. Accept request. 2. Check availability of requested data samples. 3. Prepare cost quotation, Memorandum of Agreement (MOA), Client Request Form (CRF) and Client Order Slip (COS). 	 <p>CESAR G. VALLAR, JR. Cartographer III</p>	30-45 minutes		<p>Aerial Photographs</p> <p>(a) Production</p> <ul style="list-style-type: none"> -Aerial Photographs - 10"x10" - Php 250.00 plus Php 50 <p>(zoomed image)</p> <ul style="list-style-type: none"> -2 x enlargement – Php 1,800.00 -3 x enlargement – Php 2,400.00 -4 x enlargement – Php 3,200.00 <p>(b) Diapositive - Php 550.00</p>
		<p><u>For Digital Copy:</u></p> <ol style="list-style-type: none"> 1. Prepare the map data for the customized map layout. 2. Prepare the requested maps and store them in a blank CD/DVD with appropriate label of map coverage with sheet number and date of release. 	Either of the three	2 hours - 2 days (For Customized Orthophoto and Orthoimage Base Maps Service)		<p>*Note: Total time duration depends with the client's request whether the products need to be printed or not.</p>

		<p><i>For Printing of Maps:*</i></p> <ol style="list-style-type: none"> 1. Prepare maps to be printed. 2. Prepare the maps or data needed for the customized map layout. 2. Give the Client Request Form (CRS) and Client Order Slip (COS) to the client. 	<p>Either of the three</p>	<p>30-60 minutes (For Aerial Photos)</p> <p>2 hours - 3 days (For Customized Orthophoto and Orthoimage Base Maps Service)</p>		
<p>2</p>	<p>Receive, Fill-out and Submit Client Request Form (CRF) and Customer Order Slip</p>  	<ol style="list-style-type: none"> 1. Receive and check the completeness of the filled-out forms of the client. 2. Prepare four (4) copies of Order of Payment Slips to be given by the client to the Cashier. 	 <p>NELMA B. BRAVO Cartographer I</p>	<p>6 minutes</p>		

3	<p>Receive Order of Payment. Proceed to Accounting Office.</p> 	<ol style="list-style-type: none"> 1. Receive Order of Payment. 2. Write control number to be given to the Cashier's Office. 3. Sign the Order of Payment Slip. 	 <p>JEFFERSON D. CARINGAL Account Officer II</p>	1 minute	Order of Payment	
4	<p>Receive signed and controlled Order of Payment then proceed to the Cashier's office for payment.</p> 	Process payment and issue Official Receipt (OR).	 <p>JULIET I. VILLANUEVA Cashier</p>	3 minutes		
5	<ol style="list-style-type: none"> 1. Receive OR from Cashier. 2. Go back to Photogrammetry Division with payment receipt and a copy of signed Order of Slip. 3. Receive and inspect the purchased product/s and MOA. 	<ol style="list-style-type: none"> 1. Receive the copy of signed Order of Payment, Client Request Form (CRF) and Client Order Slip (COS) from the client. 2. Release the requested products and record the transaction in the section's logbook and give the Memorandum of Agreement (MOA) for signature. 	 <p>NELMA B. BRAVO Cartographer I</p>	3 minutes	<ol style="list-style-type: none"> 1. Signed Order of Payment 2. Client Request Form (CRF) 3. Client Order Slip (COS) 4. Memorandum of Agreement (MOA) 5. Client Needs Assessment Form (if returning client) 	

6	Sign Memorandum of Agreement (MOA) and Client Needs Assessment Form (if returning client) to the Frontline Service Officer. 	<ol style="list-style-type: none"> 1. Receive the signed Memorandum of Agreement (MOA) and Client Needs Assessment Form (if returning client) to the Frontline Service Officer. 2. Ask for valid ID. 3. Compile documentary requirements and submit copy to Branch ICSU 	 <p>NELMA B. BRAVO Cartographer II</p>	2 minutes		
Total Time Duration				3 hours and 52 minutes		*Note: Total time duration depends with the client's request whether the products need to be printed or not.