

Citizen's Charter No. MGB/RPD-01






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







Frontline Service : **Production of Printed Maps and Charts**





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 Mail**



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 product and prepare work order	Receive Work Order and digital data from Cartography, Photogrammetry and Hydrography Branch  Receive Request Form (Low of Stock) from Warehouse Unit 	 NILDA G. BANCUYO Project Development Assistant I	3 minute	Work Order	
		Approved Work Order by the Division Chief 	 CELEDONIO DJ PILI OIC,RPD	5 minutes		

	<p>Perform Pre-Press Operation(Digital)</p> <ul style="list-style-type: none"> - Evaluate digital files - Layout - Color Separation - Color Proof <p>1:5,000, 1:10,000, 1:50,000, 1:250,000, Admin. (Provincial and Regional), PNTMS Nautical Charts and other Publications</p> 	 <p>AMELIA T. DELACRUZ Photographer III</p>	<p>5-7 days It depends upon the quantity of maps</p>		
	<p>For Analog Process takes one (1) month to finished the Layout (Low/Out of Stock)</p> <ul style="list-style-type: none"> - Scan Negative - Gripper - Registration - Masking - Opaquing - Color Bar Application 	 <p>SANTIAGO DE VERA JR. Photographer III</p>			
	<p>Produce color proof and submit to costumer (data owner) for editing and correction, if any</p> 	 <p>ORO R. YRA Project Development Officer I</p>	<p>3-4 days</p>		

		<p>Recommend Evaluation Tag approved by the map owner, Division Chief and corresponding Branch Director</p> <p style="text-align: center;">↓</p>	<div style="text-align: center;">  RUEL DM. BELEN, MNSA DIRECTOR, MGB </div> <div style="text-align: center;">  NICANDRO PARAYNO Chief, Photogrammetry Division </div> <div style="text-align: center;">  BRIAN A. DELA CRUZ Chief, Cartography Division </div> <div style="text-align: center;">  TITA P. CRUZ Chief, Nautical Charting Division </div>	<p style="text-align: center;">3-5 days</p>	<p style="text-align: center;">Evaluation Tag</p>	
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		<p>Prepare Work Order for Mass Production</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> NILDA G. BANCUYO Project Development Assistant I</p>	15 minutes	Work Order	
		<p>Sign the Work Order</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> RUEL DM. BELEN, MNSA DIRECTOR, MGB</p>	1 day		
		<p>Production of Printing Plates using Computer to Plate (CTP) machine</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> JAIME R. SANTOS Photo Color Processor III</p>	2-3 days		
		<p>Print Topographic, Administrative Maps and Nautical Charts (for mass production)</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> GILBERT R. CABATAY Printing Machine Operator III</p>	5-7 days It depends upon the quantity of maps		

		<p>Trim, quality and quantity of Topographic, Administrative Maps and Nautical Charts.</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> ARIEL V. BALUYOT Printing Quality Control Officer II</p>	<p>2-3 days It depends upon the quantity of maps</p>		
		<p>Prepare Delivery Receipt with the approval of the Division Chief</p> <p>Submit Delivery Receipt to Warehouse Unit</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> NILDA G. BANCUYO Project Development Assistant I</p>	<p>15 minutes</p>	<p>Delivery Receipt</p>	
		<p>Accept Delivery Receipt for checking the quantity, scale and series of maps</p> <p>Put in the designated area of rack</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> RILY C. AMIDAO Administrative Aide VI</p>	<p>2-3 days</p>	<p>Delivery Receipt RIS</p>	
		<p>Provide lists of newly printed maps to Map Sales Office (MSO)</p>		<p>30 minutes</p>		

2	<p>Receive lists of newly printed maps to Map Sales Office (MSO)</p> <p>Issued Request Form/RIS from Map Sales Office(MSO) →</p> <p>↓</p>	<p>Receive RIS for issuance of Topo and Admin. Map</p> <p>↓</p> <p>Prepare Delivery Receipt of Topo and Admin Maps as per RIS signed by Division Chief</p>	 <p>JAYSON C. SORIANO Printing Machine Operator I</p>	30 minutes	Request Form	
3	<p>Map Sales Office accept Delivered Topo and Admin Map with the Delivery Receipt.</p> <p>Map Sales Office (Main Office) in charge to distribute to all MSO Branches</p>	Update Monthly Physical Inventory Warehouse Unit	 <p>RILY C. AMIDAO Administrative VI</p>	4-5 days It depends upon the quantity of maps	Monthly Physical Inventory	
				TOTAL DURATION: <u>38 days 98 minutes</u>		