

Citizen's Charter No. OA-02





Name of Office : **Legal Office, Office of the Administrator
National Mapping and Resource Information Authority**







Frontline Service : **Review of Legal Documents**





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

Who May Avail of the Service : **NAMRIA Officials and Employees**

How to Avail of the Service : **Walk-in**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit Memorandum of Agreements (MOAs), Contracts and communications with legal implications 	Receive document, record and forward to Legal Officer 	 MARIA SIBYL E. BELLEN Admin. Officer I (RO I)  JURETA B. JAVIER SN1	3 minutes		None

	<p>Review the contents and endorse</p> 	 <p>JESSIE M. RACIMO Attorney III</p>	<p>1.1 Simple - 1 to 3 days 1.2 Complex - 4 to 8 days</p>		
	<p>Endorse document to the Administrator</p> 	 <p>ROWENA E. BONGALOS Chief of Staff</p>	<p>3 minutes</p>		
	<p>Approve/sign the document</p> 	 <p>DR. PETER N. TIANGCO Administrator</p>	<p>3 minutes</p>		

		<p>Retain a hard copy of the signed document</p> <p>Return to concerned branches</p> 	 <p>MARIA SIBYL E. BELLEN Admin. Officer I (RO I)</p>  <p>JURETA B. JAVIER SN1</p>	<p>3 minutes</p>		
<p>2</p>	<p>Receive approved/signed document</p> <p>Retain copy and dispatch/release document</p>			<p>Total Duration: Simple – 1 day & 15 minutes Complex – 4 days & 15 minutes</p>		