



## NAMRIA-07. Registration of Information, Education, and Communication (IEC) Activities

The NAMRIA accepts requests for the conduct of IEC activities such as tour of agency facilities, IEC campaigns, and map and technology exhibits.

<b>OFFICE OR DIVISION</b>	Information Dissemination and Documentation Section (IDDS)/Geospatial Information Services Division (GISD) – Geospatial Information System Management Branch (GISMB)			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (RL) – (1 original/digital copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Send RL	Assign Office of Primary Responsibility (OPR)	None	Time starts after client submits all requirements.  Source: JMC 2019-001 IIR of RA11032 Rule VII Section 2.b	Administrator Office of the Administrator
	Contact client			CSS Staff GISD
Inquire about IEC activity	Discuss IEC activity specification, requirements, availability, processing time, and delivery mode			
1. Submit all required documents	1. Verify all required documents	None	20 minutes	CSS Staff GISD
2.	1.1. Route RL for approval of the conduct of IEC activity	None	15 minutes	CSS Staff GISD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Approve RL	None	2 days	Administrator Office of the Administrator
	1.3. Inform client of approval of RL	None	5 minutes	CSS Staff GISD
	1.4. Issue CS forms			
Accomplish CS form	Accept and verify CS form	None	Optional	CSS Staff GISD
<b>TOTAL</b>			2 days & 40 minutes	