



### **NAMRIA-03. Provision of Free Printed and Digital Products**

Clients can request for free the following NAMRIA products, in printed and digital format, at the Client Service Units (CSU) of the Mapping and Geodesy Branch (MGB), Hydrography Branch (HB), and Resource Data Analysis Branch (RDAB), and at the Map Sales Office (MSO in Fort Bonifacio and San Nicolas.

<b>PRINTED AND DIGITAL DATA</b>	<b>PRODUCT PROCESS TIME (PPT)</b>
Administrative Map (over-the-counter)	30 minutes
Administrative Map (digital)	5 days/sheet
Administrative Map (printed)	5 days and 2 hours/sheet
Aerial Photographs (printed, digital)	2 hours/photo
Bajo de Masinloc	30 minutes
Bathymetric Data	15 days
Certification of Nautical Distances (CND)	2 hours 30 minutes
Certification of Geodetic Control Points	30 minutes/point
Certification of Offshore Activity (COA)	15 days
Civil Reservation Map* (printed)	1 day
Coastal Resource Map (shp/jpg @ 300dpi)	1 day
Communal Forest Map* (printed, digital)	1 day
Electronic Navigational Chart (ENC)	1 day
ENR Statistics	1 day
Fishpond Development Map* (printed)	1 day
Forest Reserve/Watershed Forest Reserve Map* (printed)	1 day
GCPs in CSV, KMZ or SHP File Format	1 hour/area
Geomagnetic Data	15 days
IFSAR, LIDAR	2 hours/25,000 has & below
Inundation Map of Coastal Low-Lying Areas (shp/jpg 300dpi)	1 day
Land Classification Map * (printed)	1 day



Land Cover Map (shp/jpg @ 300dpi)	1 day
Existing Land Use Map (shp/jpg 300dpi)	1 day
Maritime Zone and Boundary Data	15 days
Military Reservation Map* (printed)	1 day
National Park Map* (printed)	1 day
Nautical Charts (Printed and Raster)	1 day
Nautical Feature Digital Data	15 days
Nautical Publications	15 days
Oceanographic Data	15 days
Orthophoto/Orthoimage (raw, processed)	1 day/25,000 has & below
Orthophoto/Orthoimage (printed, digital)	2 hours/25,000 has & below
Print-on-Demand (POD) Monument Description Sheet	5 minutes/point
POD Nautical Charts	1 hour/chart
POD Topographic Map (for readily available products)	1 hour/sheet
Relief Map of the Philippines	30 minutes
Slope Map (shp/jpg 300dpi)	1 day
Topographic Map (all scales)	30 minutes

\*FREE only if cost of printing is less than P1,000.00 and below.

<b>OFFICE OR DIVISION</b>	Client Service Units (CSUs) – MGB, HB, RDAB
<b>CLASSIFICATION</b>	Simple, Complex, Highly Technical
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizen G2G - Government to Government
<b>WHO MAY AVAIL</b>	<p>1. Government agencies from the:</p> <ul style="list-style-type: none"> <li>● Executive Branch (Office of the President, Office of the Vice President, Executive Departments, Independent Agencies, Boards, Commissions and Committees)</li> <li>● Legislative Branch (Senate and House of Representatives)</li> <li>● Judicial Branch (Supreme Court and Lower Courts), and</li> </ul>



	<ul style="list-style-type: none"> <li>Local Government Units (LGU)</li> </ul> <p>2. State Universities and Colleges (SUC) as well as other members of the Academia, whether private or public.</p> <p>3. Hydrographic offices in accordance with the Article VIII of the Convention on the IHO or on a mutual exchange basis to be approved by the Director of the Hydrography Branch.</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
External Client Request (ECR) form – (1 original)	<ul style="list-style-type: none"> <li>CSU</li> <li><a href="http://www.namria.gov.ph/forms.php">www.namria.gov.ph/forms.php</a></li> </ul>
Valid ID (SSS, GSIS, Voter's ID, Passport, BIR, Driver's License, Postal ID, UMID, PRC ID, Student ID) – (1 original/digital copy)	Concerned Government Agency, School
Request Letter (RL) – (1 original/digital copy)	Client
REQUIREMENTS FOR STUDENTS	
RL noted by thesis adviser – (1 original/digital copy)	Student and Thesis Adviser
School ID or Registration Form if ID is not yet available – (1 photocopy/digital copy)	Student or School Registrar
Thesis/Research Proposal Abstract	Student

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Send RL	Assign Office of Primary Responsibility (OPR)	None	Time starts after client submits all requirements, if any, and CSU Staff generates the ECR.	<i>Administrator</i> Office of the Administrator
	Contact client			<i>CSS/CSU Staff</i> HB/MGB/RDAB
Inquire about free printed and/or digital data and products in the request letter	Discuss product specification, service requirements, availability, processing time, payment options, price, and delivery mode			<i>CSS/CSU Staff</i> HB/MGB/RDAB



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Provide other personal information	Fill out the Client and Product Details in the NPASIS and generate ECR form.			
Identify the special or customized products to buy				
1. Submit all required documents, if any.	1. Verify all required documents	None	20 minutes	<i>CSU Staff</i> HB/MGB/RDAB
	1.1 Route ECR and transmittal letter for approval by the Administrator	None	20 minutes	<i>CSU Staff</i> HB/MGB/RDAB
	1.2 Approve ECR and transmittal letter	None	2 days	<i>Administrator</i> Office of the Administrator
	1.3 Send ECR	None	See PPT Table above	<i>CSU Staff</i> HB/MGB/RDAB
	1.4 Prepare printed and/or digital data			<i>Processing Unit</i> HB/MGB/RDAB
2. Submit ECR copy with acknowledgement of the TOA and acceptance of the product/service	2. Release data with transmittal letter and issue CS form	None	20 minutes	<i>CSU Staff</i> HB/MGB/RDAB
Accomplish CS form	Accept and verify CS form	None	Optional	<i>CSU Staff</i> HB/MGB/RDAB
Accomplish Product Evaluation (PE) form	Accept and verify PE form	None	For returning clients	<i>CSU Staff</i> HB/MGB/RDAB
<b>TOTAL</b>			PPT + 2 days & 1 hour	