

Citizen's Charter No. GISMB/GSDD-02






Name of Office : **Geospatial System Development Division, Geospatial Information System Management Branch
National Mapping and Resource Information Authority**




Frontline Service : **Provision of Web Publishing Services**

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 : **Online**

NO. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Request for desired product/service through Client Request Management System (CRMS) 	Receive request Check completeness of information provided in the request 	 MARITES B. TA-A Clerk	1 minute		
		Approve request	 ROMEL J. FRANCISCO Web Master	1 minute		

2	Submit web requirements 	Process and display web page on local server	 NORMAN L. BOYDON Web Assistant	1 day/page		
3	Validate web page 	Publish web page online	Web Assistant	1 minute		
4	Fill-up acceptance and provide feedback through CRMS			1 minute		
				Total duration: 1 day and 4 minutes		