

Citizen's Charter No. HB/MAD-01








Name of Office : Maritime Affairs Division, Hydrography Branch
National Mapping and Resource Information Authority

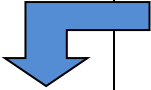
Frontline Service : Issuance of Certificate of Exploration Permit

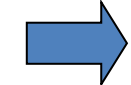


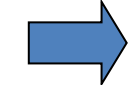
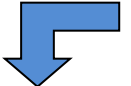

Schedule of Availability of Service : Monday – Friday, 8:00 AM – 5:00 PM

Who May Avail of the Service : External Clients

How to Avail of the Service : Walk-in, E-mail (oss@namria.gov.ph)

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  Fill out Client Request Form	Review request letter and documents 	 EDYSON P. HENSON Chief, Nautical Publication Section	60 minutes	Request letter Technical Description of Mining Exploration Area Client Request Form	
		Prepare Certificate for Exploration Permit 	 ROWEN F. BALTAZAR Cartographer IV	30 minutes		
		Review the Certificate 	 EDYSON P. HENSON Chief, Nautical Publication Section	15 minutes		

	Review and endorse the Certificate to the Assistant Director 	 Capt ROSALINO C DELOS REYES OIC, Maritime Affairs Division	5 minutes		
	Review and endorse the Certificate to the Director 	 CAPT. HERBERT L. CATAPANG Assistant Director for Operations	5 minutes		
	Sign the Certificate 	 Commo JACINTO M CABLAYAN Director, Hydrography Branch	1 minute		
	Return Client Request Form to client. 	 EDYSON P. HENSON OIC, Nautical Publication Section	1 minute		

2	Pay fee to the Map Sales Office  	Prepare Order of Payment Process payment and provide official receipt to the client	 SN3 MARILOU B CINCO OIC, HB Map Sales		Official Receipt Client Request Form	PhP 2,500.00
3	Submit Official Receipt Submit Client Feedback Form  	Retain a photo copy of the Certificate and Official Receipt Release the Certificate and Official Receipt to the client Record the Certificate in the logbook	 EDYSON P. HENSON OIC, Nautical Publication Section	10 minutes	Official Receipt Client Feedback Form	
4	Receive Certificate of Exploration Permit and Official Receipt	Compile and submit documentary requirements to Branch ICSU				
				Total Duration: 2 hours and 7 minutes		Total Fee/s: PhP 2,500.00