

Citizen's Charter No. HB/MAD-02








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









Frontline Service : **Issuance of Municipal Water Boundary Technical Description**





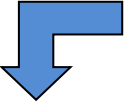

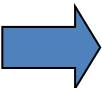
Schedule of Availability of Service : **Monday – Friday, 8:00 AM – 5:00 PM**

Who May Avail of the Service : **External Clients**

How to Avail of the Service : **Registered Mail, Email (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	Mail or email request letter to the Office of the Administrator 	Review request letter and documents 	 MARIO A. PRINCER Chief, Maritime Support Services Section	60 minutes	Request letter Technical Description of Area Client Request Form	
		Prepare copy of TD, transmittal letter, and memo to the Administrator 	 HERMIELYN C. SAGUCIO Cartographer II	30 minutes		
		Review the TD, transmittal letter, and memo to the Administrator 	 MARIO A. PRINCER Chief, Maritime Support Services Section	15 minutes		

	<p>Review and endorse the TD, transmittal letter, and memo to the Assistant Director</p> 	 <p>CAPT ROSALINO C DELOS REYES OIC, Maritime Affairs Division</p>	5 minutes		
	<p>Review and endorse the TD, transmittal letter, and memo to the Director</p> 	 <p>CAPT. HERBERT L. CATAPANG Assistant Director for Operations</p>	5 minutes		
	<p>Review and endorse the TD and transmittal letter to the Deputy Administrator</p> 	 <p>COMMO JACINTO M CABLAYAN Director, Hydrography Branch</p>	1 minute		
	<p>Review and endorse the transmittal letter and TD for the Administrator's approval</p> 	 <p>JOSE C. CABANAYAN JR. Deputy Administrator for HB</p>	3 minutes		

		Approve the transmittal letter 	 Usec. PETER N. TIANGCO, PhD Administrator	3 minutes		
		Forward the QR-coded letter/memo-reply to MAD for releasing 	 COMMO JACINTO M CABLAYAN Director, Hydrography Branch	1 minute		
		Retain a photo copy of the TD and transmittal letter  Release the TD and transmittal letter to the client		5 minutes	Technical Description Transmittal Letter	
2	Receive the TD and transmittal letter Submit Client Feedback Form 	Receive the Client Feedback Form Compile and submit to documentary requirements to Branch ICSU	MARIO A. PRINCER Chief, Maritime Support Services Section	1 minutes	Client Feedback Form	

				Total Duration:		
				2 hours and 9 minutes		

***Excludes travel time from San Nicolas, Manila to Fort Bonifacio, Taguig and vice-versa**