

Citizen's Charter No. HB/MAD-03






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

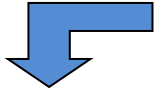

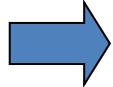
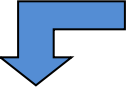

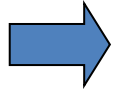



**Frontline Service** : Issuance of Certificate of Nautical Distance





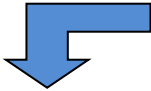

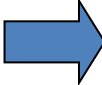
**Schedule of Availability of Service** : Monday – Friday, 8:00 AM – 5:00 PM

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

**How to Avail of the Service** : Walk-in, 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	Request for desired product   Fill out Client Request Form	Review request letter 	 <b>EDYSON P. HENSON</b> OIC, Nautical Publication Section	60 minutes	Request letter  Client Request Form	
		Plot and measure distance on relevant nautical charts.  Prepare Certificate of Nautical Distance 	 <b>SN1 RAYMUNDO C CASTILLO</b>	30 minutes		

		<p>Review the Certificate</p> <p>Return Client Request Form to client.</p> 	 <p><b>EDYSON P. HENSON</b> OIC, Nautical Publication Section</p>	15 minutes		
2	<p>Pay fee to the Map Sales Office</p>  	<p>Prepare Order of Payment</p> <p>Process payment and provide official receipt to the client</p>	 <p><b>SN3 MARILOU B CINCO</b> OIC, HB Map Sales</p>		Official Receipt Client Request Form	P180 for the first twenty-five Nm plus P25 per additional Nm
3	<p>Submit official receipt</p> 	<p>Endorse Certificate with the Official Receipt to the Chief, Maritime Affairs Division</p>	 <p><b>EDYSON P. HENSON</b> OIC, Nautical Publication Section</p>	5 minutes	Official Receipt	
		<p>Review and endorse the Certificate to the Assistant Director</p> 	 <p><b>CAPT ROSALINO C DELOS REYES</b> OIC, Maritime Affairs Division</p>	5 minutes		

		<p>Review and endorse the Certificate to the Director</p> 	 <p><b>CAPT HERBERT L CATAPANG</b> Assistant Director for Operations</p>	5 minutes		
		<p>Sign the Certificate</p> 	 <p><b>COMMO JACINTO M CABLAYAN</b> Director, Hydrography Branch</p>	1 minute		
		<p>Retain a photo copy of the Certificate and Official Receipt</p> <p>Release the Certificate and Official Receipt to the client</p> <p>Record the Certificate in the logbook</p> 	 <p><b>EDYSON P. HENSON</b> OIC, Nautical Publication Section</p>	2 minutes	Official Receipt Client Feedback	
4	<p>Receive Certificate of Nautical Distance</p> <p>Fill up and submit Client Feedback Form </p>	<p>Compile documentary requirements and submit copy to Branch ICSU</p>				

				<b>Total Duration:</b>  <b>2 hours and 3 minutes</b>		<b>Total Fee/s:</b>  <b>P180 for the first twenty-five Nm plus P25 per additional Nm</b>
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