

**Citizen's Charter No. MGB/CD-01**



**Name of Office** : **Cartography Division, Mapping and Geodesy Branch  
National Mapping and Resource Information Authority**




**Frontline Service** : **Provision of Digital Topographic and Administrative Maps**



**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, Phone-In (02-8842835) and Registered Mail and E-Mail (oss@namria.gov.ph)**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENT ARY REQUIREME NTS [F]	AMOUNT OF FEES [G]
1	Request for desired product/service →	Locate desired area  Prepare Client Order Slip (COS) and Client Request Form (CRF) to be given to the client ↓	 <b>ROSANITA E. CELIZ</b> Cartographer II	10-20 minutes	Preferred specific Area of Interest (AOI)	<b>A. Topographic Maps:</b> <ul style="list-style-type: none"> <li>• Vector Data <a href="#">PhP 300/ MB</a></li> <li>• Raster Data <a href="#">PhP 300/map</a></li> <li>• Rectified Scanned <a href="#">PhP 600/map</a></li> <li>• Mosaicked Scanned <a href="#">PhP 700/map</a></li> </ul>
2	Fill-up COS and CRF to the Cartography Division Staff →	Receive the filled-out COS and CRF from the Client;  Check completeness of the filled out form/slip of the client  Prepare price quotation Order of Payment Slip (OPS) (4 copies) to be given by the client to the cashier ↓	 <b>ROSANITA E. CELIZ</b> Cartographer II	5 minutes	COS CRF	<b>B. Administrative Maps:</b> <ul style="list-style-type: none"> <li>• Raster Data                             <ul style="list-style-type: none"> <li>○ Philippine, Luzon, Visayas, &amp; Mindanao <a href="#">PhP1,000.00/map</a></li> <li>○ Regional, Provincial &amp; Palawan (part of</li> </ul> </li> </ul>

3	<p>Go to Accounting Section to get Control Number for the OPS and Signature of Accountant</p> <p style="text-align: right;">➔</p> <p style="text-align: center;">⤵</p>	<p>Receive and add control number with counter signature</p>	 <p><b>JEFFERSON D. CARINGAL</b> Account Officer II</p>			<p>Luzon Map) maps PhP500.00/map</p> <ul style="list-style-type: none"> <li>• Vector data PhP 300/MB</li> </ul> <p><b>C. Digital Printing</b></p> <ul style="list-style-type: none"> <li>• Topographic, Administrative and Special Maps <ul style="list-style-type: none"> <li>○ Standard/Plain Paper PhP 1.00/sq inch</li> <li>○ Glossy/Photo Paper PhP 2.00/sq inch</li> <li>○ Tarpaulin PhP 2.00/sq inch</li> </ul> </li> </ul> <p><i>* Note: Processing time varies depending on the following:</i></p>
4	<p>Go to cashier for Payment and receipt number added to the COS</p> <p style="text-align: right;">➔</p> <p>Received OR, COS with OR number and one (1) copy of signed OPS</p> <p style="text-align: center;">⤵</p>	<p>Receive OPS &amp; payment and issue Official Receipt (OR)</p>	 <p><b>JULIET I. VILLANUEVA</b> Cashier</p>			<p>1. Quantity of the requested maps/services</p> <p>2. Quality of printing materials (Tarpaulin printing is slower)</p> <p>3. Event or effect that cannot be reasonably anticipated or controlled like brown out, printer failure etc.</p>
5	<p>Go back to Cartography Division and give the OR, COS and one (1) copy of signed Order of Payment Slip to the Product Custodian</p> <p style="text-align: right;">➔</p>	<p>Receive COS, signed Order of Payment Slip &amp; check OR number and prepare desired product</p> <ul style="list-style-type: none"> <li>- <b>For Digital Topographic Maps in CAD File Format (Vector Data)</b></li> </ul> <p>Prepare the requested maps and store them in a blank CD/DVD with appropriate label of map coverage with sheet number and date</p> <ul style="list-style-type: none"> <li>- <b>For Printing of Maps</b></li> </ul> <p>Prepare and print requested maps</p> <p style="text-align: center;">⤵</p>	 <p><b>SHEILA P. EUGENIO</b> Engineer IV</p>	<p>1 minute</p> <p>30-45 minutes (Digital Map)*</p> <p>1 hour (Printing/Map)*</p>		<p>1. Quantity of the requested maps/services</p> <p>2. Quality of printing materials (Tarpaulin printing is slower)</p> <p>3. Event or effect that cannot be reasonably anticipated or controlled like brown out, printer failure etc.</p>

		<p>- <b>For Digital Topographic Maps in Shapefile Format (Vector Data), Scanned Data (Raster Data)</b></p> <p>Prepare the requested maps and store them in a blank CD/DVD with appropriate label of map coverage with sheet number and date</p> <p>- <b>For Printing of Maps</b> Prepare and print requested maps</p> <p style="text-align: center;">↓</p>	 <p><b>MARY JANE R. MONTEMOR</b> Engineer III</p>	<p>30-45 minutes (Digital Map)*</p> <p>1 hour (Printing/Map)*</p>		
		<p>- <b>For Digital Administrative Maps in shapefile format (Vector Data), Scanned Data in JPEG file format (Raster Data)</b></p> <p>Prepare the requested maps and store them in a blank CD/DVD with appropriate label of map coverage with sheet number and date</p> <p>- <b>For Printing of Maps</b> Prepare and print requested maps</p> <p style="text-align: center;">↓</p>	 <p><b>TRINIDAD R. GARBO</b> Engineer IV</p>	<p>30-45 minutes (Digital Map)*</p> <p>1 hour (Printing/Map)*</p>		

		Release the requested maps and record the transaction in the section's logbook	 <b>ROSANITA E. CELIZ</b> Cartographer II	5 minutes		
6	Receive requested map and sign the Memorandum Of Agreement (MOA) & Client Need Assessment Form (CNA) (for returning clients only)	Compile COS, MOA & CAN and submit copy to Branch ICSU	 <b>ROSANITA E. CELIZ</b> Cartographer II		COS MOA CNA	
				<b>Total duration:</b> <b>Digital Map: 51 minutes to 1 hour and 16 minutes</b> <b>Printed Map: 1 hour and 21 minutes to 1 hour and 31 minutes</b>  <b>Note: Total time duration and fees depend on the requested area and product format (digital or hardcopy).</b>		