

Citizen's Charter No. MGB/CD-02



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



Frontline Service : **Issuance of Certification and Map Evaluation**



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

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

How to Avail of the Service : **Walk-In, Phone-In (02-8842835), Registered Mail and E-mail (oss@namria.gov.ph)**

No. [A]	CUSTOMER ACTIVITY [B]	CARTO ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Request for issuance of Certification and map evaluation →	Prepare quotation, Client Order Slip (COS) and Client Request Form (CRF) to be given to the client	 ROSANITA E. CELIZ Cartographer II	5 minutes		Evaluation/Certification of Maps: Application Fee : PhP 500.00 Evaluation Fee: Map size (Area in sq. cm) x PhP 0.20
2	Fill-up COS and CRF to the designated Product Custodian →	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	 ROSANITA E. CELIZ Cartographer II	5 minutes		Detail of Information: PhP 2,000.00 Certification Fee: PhP 200.00 *Processing time varies depending on the quality, quantity and size of maps to be evaluated or certified.

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: right;">⤵</p>	<p>Receive and add control number with counter signature</p>	 <p>JEFFERSON D. CARINGAL Account Officer II</p>			
4	<p>Go to cashier for Payment and receipt number added to the COS</p> <p>Received OR, COS with OR number and one (1) copy of signed OPS</p> <p style="text-align: right;">➔</p> <p style="text-align: right;">⤵</p>	<p>Receive OPS & payment and issue Official Receipt (OR)</p>	 <p>JULIET I. VILLANUEVA Cashier</p>			
5	<p>Go back to Cartography Division with payment receipt and 1 copy of signed Order of Slip</p>	<p>Receive the copy of signed Order of Slip from the client</p> <p>Evaluate the details and information reflected on the map</p> <p>Certify the correctness of the map</p>	 <p>ENGR. BRIAN A. DELA CRUZ Chief, Cartography Division</p>	4-5 days		

		Release the requested maps and record the transaction in the section's logbook	 ROSANITA E. CELIZ Cartographer II	5 minutes		
6	Receive certification 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	 ROSANITA E. CELIZ Cartographer II		COS MOA CAN Valid ID & any of the following: Resident/ license certificate of the client or representative (ex. LTO, Cedula, PRC etc.)	
				Total duration Map Certification: 4 working days & 15 minutes to 5 days & 15 minutes Map Evaluation: 4 working days & 15 minutes to 5 days & 15 minutes		