

Citizen's Charter No. MGB/GD-01







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














**Frontline Service** : Issuance of Certification of Geodetic Control Points (GCPs)






**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 (8842840), Registered Mail, and E-mail (geodesy@namria.gov.ph, 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 desired product 	Find the availability of the GCP through the GCP Database	 <b>JOANA MARIE D. PANES</b> Proj. Development Asst. I GNIS Staff	5 to 10 minutes	1. Place of Interest (POI) 2. Name of GCP Needed	
		Prepare the Client Request Form (CRF), Client Order Slip (COS) and Order of Payment Form to be given to the Client				
2	Fill-out the Client Request Form (CRF), Client Order Slip (COS) and Order of Payment Form (OP) 	Receive and check the forms	 <b>MARA ANNALYN S. ODTOHAN</b> Proj. Development Asst. I GNIS Staff	1 minute	1. Client Request Form 2. Client Order slip 3. Order of Payment	
		Write the billing amount to the Order of Payment form and return same with the Client Request Form (CRF)		1 minute		

3	Receive the accomplished Client Request Form (CRF), Client Order Slip (COS) and Order of Payment Form 			0.5 minute	1. Client Request Form 2. Client Order slip 3. Order of Payment	
4	Proceed to Accounting Office (located at 2 <sup>nd</sup> Floor NAMRIA Main Building) and submit the accomplished Client Request Form (CRF), Client Order Slip (COS) and Order of Payment form 	Receive the Client Request Form (CRF) and Order of Payment form 	 <b>JEFFERSON D. CARINGAL</b> Account Officer II		1. Client Request Form 2. Client Order slip 3. Order of Payment	
		1. Check the forms. 2. Sign the Order of Payment. 3. Return the forms to the Client.				
5	Receive the signed Client Request Form (CRF), Client Order Slip (COS) and Order of Payment form 					
6	Pay to Cashier's Office and submit your payment, the accomplished Client Request Form (CRF), Client Order slip (COS) and order of payment form 	Receive the payment, client order slip and order of payment form 	 <b>JULIET I. VILLANUEVA</b> Cashier		1. Client Request Form 2. Client Order slip 3. Order of Payment	P360.00 per GCP
		Issue Official Receipt and return Client Order slip (COS).			1. Client Request Form 2. Client Order Slip 3. Official Receipt	
7	Receive the Official Receipt and Client Request Form (CRF) and Client Order slip (COS).		 <b>JOANA MARIE D. PANES</b> GNIS Staff Proj. Development Asst. I			
8	Proceed to Geodesy Division Office and submit the Official Receipt and Client Request Form (CRF) and Client Order slip (COS). 	Receive the Official Receipt and Client Request Form (CRF) and Client Order slip (COS). 			0.5 minute	1. Client Request Form 2. Client Order Slip 2. Official Receipt

		Prepare the GCP Certification and input the Official Receipt number 		2 minutes	1. GCP Certification 2. Official Receipt  1. Client Needs Assessment 2. MOA	
		Sign the GCP Certification  	<b>RUEL DM. BELEN,</b> <b>MNSA</b> Director, MGB	1 minute		
		 Give the signed GCP Certification together with the Official Receipt and give the Client Needs Assessment Form, Memorandum of Agreement (MOA)		1 minute		
9	Receive the signed GCP certification and Official Receipt; and fill -out the Client Needs Assessment Form, and Memorandum of Agreement (MOA) 	Compile the Client Needs Assessment Form, and Memorandum of Agreement (MOA) Ask for valid client's ID  Submit copy of documentary requirements to Branch ICSU	<b>JOANA MARIE D. PANES</b> Proj. Development Asst. I GNIS Staff			

				<b>TOTAL DURATION:</b> <b>12-17 minutes</b>		<b>TOTAL FEE/S:</b> <b>P360.00 per GCP</b>
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