

Citizen's Charter No. MGB/PD-01





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




Frontline Service : **Provision of Large-Scale Topographic, Orthoimage and Orthophoto Base Maps and Aerial Photographs**

Schedule of Availability of Service : **Monday – Friday, 8:00 A.M. – 5:00 P.M.**

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





How to Avail of the Service : **Walk-In, Phone-in (810-48-31 local 611, 612, 613 or 614), Registered Mail and E-mail (oss@namria.gov.ph)**










No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/LOCATION [D]	DURATI ON* [E]	DOCUMENTAR Y REQUIREMENT S [F]	AMOUNT OF FEES [G]																								
1	Request desired products and services.	Accept request.  	 NELMA B. BRAVO Cartographer I	1 minute	1. Request Letter (optional) 2. Digital Boundary of Specific Location or Area of Interest (AOI) in Shapefile (*.shp), Drawing (*.dwg) or *.kmz file formats	<p style="text-align: center;">DIGITAL DATA PRICING SCALE 1:10,000</p> <p style="text-align: center;">3' x 3' ≈ 5,400 x 5,400 meters</p> <p style="text-align: center;">29.16 sq. km</p> <p style="text-align: center;">2,916.00 hectares</p>																								
		<p><i>For large-scale 1:10,000 topographic base maps:</i></p> <p>1. Accept request.</p> <p>2. Check availability of requested data samples.</p>	 LEO B. GRAFIL Engineer IV	15-30 minutes		<table border="1"> <thead> <tr> <th>DATA TYPE</th> <th>COST</th> <th>UNIT</th> <th>UNIT COST</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Vector Files (dwg)</td> <td>9,000.00</td> <td>per mphst</td> <td>9,000.00</td> </tr> <tr> <td>308.64</td> <td>per sq. km.</td> <td>300.00</td> </tr> <tr> <td>3.09</td> <td>per hectare</td> <td>3.00</td> </tr> <tr> <td rowspan="3">Orthophoto (tiff)</td> <td>9,000.00</td> <td>per mphst</td> <td>9,000.00</td> </tr> <tr> <td>308.64</td> <td>per sq. km.</td> <td>600.00</td> </tr> <tr> <td>3.09</td> <td>per hectare</td> <td>6.00</td> </tr> </tbody> </table>	DATA TYPE	COST	UNIT	UNIT COST	Vector Files (dwg)	9,000.00	per mphst	9,000.00	308.64	per sq. km.	300.00	3.09	per hectare	3.00	Orthophoto (tiff)	9,000.00	per mphst	9,000.00	308.64	per sq. km.	600.00	3.09	per hectare	6.00
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	<p><i>For IfSAR Data, orthophoto and orthoimage base maps, satellite image:</i></p> <ol style="list-style-type: none"> 1. Accept request. 2. Check availability of requested data samples. 	 <p>GLICERIA Y. YARRE Engineer IV</p>	30-45 minutes
	<p><i>For aerial photographs:</i></p> <ol style="list-style-type: none"> 1. Accept request. 2. Check availability of requested data samples. 	 <p>CESAR G. VALLAR, JR. Cartographer III</p>	2 hours - 3 days
	<p><i>For Digital Copy:</i></p>  <ol style="list-style-type: none"> 1. Prepare the map data for the customized map layout. 2. Prepare the requested maps and store them in a blank CD/DVD with appropriate label of map coverage with sheet number and date of release. 	Either of the three	2 hours - 3 days

Orthophoto (tiff)	17,500.00 per mphst	17,500.00
	600.14 per sq. km.	600.00
	6.00 per hectare	6.00
Orthoimage (tiff)	6,000.00 per mphst	6,000.00
	205.76 per sq. km.	600.00
	2.06 per hectare	6.00
IFSAR		
DTM, DSM, & ORI	9,000.00 per mphst	9,000.00
	308.64 per sq. km.	300.00
	3.09 per hectare	3.00
DTM	3,000.00 per mphst	3,000.00
	102.88 per sq. km.	100.00
	1.03 per hectare	1.00
DSM	3,000.00 per mphst	3,000.00
	102.88 per sq. km.	100.00
	1.03 per hectare	1.00
ORI	3,000.00 per mphst	3,000.00
	102.88 per sq. km.	100.00
	1.03 per hectare	1.00

*Note: Total time duration depends on the requested area and product format (digital or hardcopy).

		Printing of Maps	Either of the three	30-60 minutes	
2	<p>Receive, Fill-out and Submit Client Request Form (CRF) and Customer Order Slip</p>  	<p>1. Receive and check the completeness of the filled-out forms of the client.</p> <p>2. Prepare the Memorandum of Agreement (MOA), Client Request Form (CRF) and Client Order Slip (COS) and give to the client.</p> <p>3. Prepare four (4) copies of Order of Payment Slips to be given by the client to the Accounting Section and Cashier.</p>	 <p>NELMA B. BRAVO Cartographer I</p>	5 minutes	
3	<p>Receive Order of Payment. Proceed to Accounting Office.</p>	<p>1. Receive Order of Payment.</p> <p>2. Write control number to be given to the Cashier's Office.</p> <p>3. Sign the Order of Payment Slip.</p>	 <p>JEFFERSON D. CARINGAL Account Officer II</p>		Order of Payment

4	<p>Receive signed and controlled Order of Payment then proceed to the Cashier's office for payment.</p>  	<p>Process payment and issue Official Receipt (OR).</p> 	 <p>JULIET I. VILLANUEVA Cashier I</p>			
5	<p>1. Receive OR from Cashier.</p> <p>2. Go back to Photogrammetry Division with payment receipt and a copy of signed Order of Slip.</p>   <p>3. Receive and inspect the purchased product/s and MOA.</p>	<p>1. Receive the copy of signed Order of Payment, Client Request Form (CRF) and Client Order Slip (COS) from the client.</p>  <p>2. Release the requested products and record the transaction in the section's logbook and give the Memorandum of Agreement (MOA) for signature.</p> 	 <p>NELMA B. BRAVO Cartographer I</p>	3 minutes	<ol style="list-style-type: none"> 1. Signed Order of Payment 2. Client Request Form (CRF) 3. Client Order Slip (COS) 4. Memorandum of Agreement (MOA) 5. Client Needs Assessment Form (if returning client) 	

6	Sign Memorandum of Agreement (MOA) and Client Needs Assessment Form (if returning client) to the Frontline Service Officer.	<ol style="list-style-type: none"> 1. Receive the signed Memorandum of Agreement (MOA) and Client Needs Assessment Form (if returning client) to the Frontline Service Officer.  2. Ask for valid ID. 3. Compile documentary requirements and submit copy to Branch ICSU. 	 NELMA B. BRAVO Cartographer I	2 minutes		
Total Time Duration				2 hours – 3 days		Note: Total time duration and price depend on the requested area and product format (digital or hardcopy).