
























Citizen's Charter No. MGB-RPD01




Name of Office : **Reprography and Printing Division, Mapping and Geodesy Branch**
Frontline Service : **Provision of Printed Maps and Charts**
Schedule of Availability of Service : **Monday – Friday, 8:00 AM – 5:00 PM**
Who May Avail of the Service : **Internal Clients**
How to Avail of the Service : **Walk-in and Tel. No. 884-28-41 loc. 630/631**

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 and prepare work order	Receive Work Order and digital data from Cartography, Photogrammetry and Hydrography Branch  Receive Request Form (Low of Stock) from Warehouse Unit 	 NILDA G. BANCUYO Project Development Assistant III	1 minute	Work Order	
		Approved Work Order by the Division Chief and send to pre-press section 	 CELEDONIO DJ PILI OIC,RPD	2 minutes		

		<p>Perform Pre-Press Operation(Digital)</p> <ul style="list-style-type: none"> - Evaluate digital files - Layout - Color Separation - Color Proof - Editing - Correction <p>1:5,000, 1:10,000, 1:50,000, 1:250,000, Admin. (Provincial and Regional), PNTMS Nautical Charts and other Publications</p> 	 <p>SANTIAGO DE VERA JR. Photographer III</p>	<p>5-7 days Depending on the quantity of maps</p>		
		<p>Perform Pre-Press Operation(Analog) 1 month (Low/Out of Stock)</p> <ul style="list-style-type: none"> - Scan Negative - Gripper - Registration - Masking - Opaquing - Color Bar Application 	 <p>SANTIAGO DE VERA JR. Photographer III</p>			
		<p>Produce color proof and submit to costumer (data owner) for editing and correction, if any</p> 	 <p>ORO R. YRA Project Development Officer I</p>	<p>2-3 days</p>		

		<p>Recommend Evaluation Tag approved by the map owner, Division Chief and corresponding Branch Director</p> <p style="text-align: center;">↓</p>	<div style="text-align: center;">  RUEL DM. BELEN, MNSA DIRECTOR, MGB </div> <div style="text-align: center;">  NICANDRO PARAYNO Chief, Photogrammetry Division </div> <div style="text-align: center;">  BRIAN A. DELA CRUZ Chief, Cartography Division </div> <div style="text-align: center;">  TITA P. CRUZ Chief, Nautical Charting Division </div>	<p style="text-align: center;">2-4 days</p>	<p style="text-align: center;">Evaluation Tag</p>	
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		<p>Prepare Work Order for Mass Production</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> NILDA G. BANCUYO Project Development Assistant III</p>	<p>5 minutes</p>	<p>Work Order</p>	
		<p>Sign the Work Order</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> RUEL DM. BELEN, MNSA DIRECTOR, MGB</p>	<p>1 minute</p>		
		<p>Production of Printing Plates using Computer to Plate (CTP) machine</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> HOMER H. MESA Photographer III</p>	<p>2-3 days</p>		
		<p>Print Topographic, Administrative Maps and Nautical Charts (for mass production)</p> <p style="text-align: center;"></p>	<p style="text-align: center;"> GILBERT R. CABATAY Printing Machine Operator III</p>	<p>5-7 days Depending on the quantity of maps</p>		

		Trim, quality and quantity of Topographic, Administrative Maps and Nautical Charts. ↓	 ARIEL V. BALUYOT Printing Quality Control Officer II	2-3 days Depending on the quantity of maps		
2	Receive lists of newly printed maps to Map Sales Office (MSO) Issued Request Form/RIS from Map Sales Office(MSO) →	Receive RIS for issuance of Topo and Admin. Map ↓ Prepare Delivery Receipt of Topo and Admin Maps as per RIS signed by Division Chief	 JAYSON C. SORIANO Printing Machine Operator I	5 – 60 minutes Depending on the quantity of maps	Request Form	
3	Map Sales Office accept Delivered Topo and Admin Map with the Delivery Receipt Map Sales Office (Main Office) in Charge to distribute to all MSO Branches	Update Monthly Physical Inventory Warehouse Unit	 RILY C. AMIDAO Administrative Aide VI	2-4 days Depending on the quantity of maps	Monthly Physical Inventory	
				TOTAL DURATION: <u>20 working days & 14 minutes to 31 working days & 69 mins.</u>	Note: Depending on the quantity of maps	