



Check Completeness of Information Provided in the Form



JESKIE JHONE D. ILAGAN
Data Processor III
(Mon & Fri)



JOHN VINCENT T. VALENCIA
(Tues & Thurs)
Data Processor III















MARIO GABRIEL R. ORANTIA
(Wed)
Research Assistant III









2 minutes







Client Request Form(CRF)(Digital and Customize Products)



		<p>Check Availability of Data</p> <p>Show Available Data Sample</p> <p style="text-align: center;"></p>	<p style="text-align: center;"></p> <p style="text-align: center;">RENATO P. ESPERANZA Engineer III</p>	<p style="text-align: center;">30 minutes</p>		
		<p>Provide Product Cost</p> <p>Prepare Order of Payment (OP)</p> <p>Prepare the Product</p> <p style="text-align: center;"></p>	<p style="text-align: center;"></p> <p style="text-align: center;">JESKIE JHONE D. ILAGAN (Mon & Fri) Data Processor III</p> <p style="text-align: center;"></p> <p style="text-align: center;">JOHN VINCENT T. VALENCIA (Tues & Thurs) Data Processor III</p> <p style="text-align: center;"></p> <p style="text-align: center;">MARIO GABRIEL R. ORANTIA (Wed) Research Assistant II</p>	<p style="text-align: center;">7 minutes</p>	<p style="text-align: center;">Order of Payment</p>	<p>P180.00 for the first 8sq.ft. plus P30.00 per sq.ft. of map sheet or fraction thereof: Plus P25.00 Certification fee per Land Classification (LC) Map sheet</p> <p>P100.00 Certification fee for no record of Forestry Administrative Order (FAO)/LC Map</p>

		<p>Prepare Memorandum of Agreement (MOA) (for above P 1, 000 Printing Cost)</p> <p style="text-align: center;"></p>	<p style="text-align: center;"></p> <p style="text-align: center;">JUNE CRISEL M. ODEJAR Project Development Assistant IV</p>	<p style="text-align: center;">5 minutes</p>	<p style="text-align: center;">MOA</p>	
	<p style="text-align: center;"></p>	<p>Review Requested Product</p> <p>Sign Certified True Copy of Requested Products</p>	<p style="text-align: center;"></p> <p style="text-align: center;">AUREA O. VIRTUDAZO Supervising Remote Sensing Technologist</p> <p style="text-align: center;"></p> <p style="text-align: center;">ESTELA C. GUMABON Supervising Remote Sensing Technologist</p> <p style="text-align: center;"></p> <p style="text-align: center;">BEATA D. BATADLAN Division Chief</p>	<p style="text-align: center;">5 minutes</p>	<p style="text-align: center;">Signed Certified copy/ies of product/s</p>	

2	Secure (OP) with Control Number 	Controlled OP	 JEFFERSON D. CARINGAL Account Officer III		OP with Control Number	
3	Pay for the Products/Service availed  	Issue Official Receipt (OR)	 JULIET I. VILLANUEVA Cashier		O.R.	
4	Present the Official Receipt  Sign of Memorandum of Agreement (MOA) Fill out the Feedback portion of CRF and Client Needs Assessment Form (returning client)	Inspect O.R./Secure Photocopy Check completeness of information provided in the MOA and other forms Provision of Products/Services	 JESKIE JHONE D. ILAGAN (Mon & Fri) Data Processor III  JOHN VINCENT T. VALENCIA (Tues & Thurs) Data Processor III	10 minutes	O.R. Signed MOA CRF Client Needs Assessment Form	

			 <p>MARIO GABRIEL R. ORANTIA (Wed) Research Assistant III</p>			
						
5	<p>Received and inspect requested product</p>  <p>Fill out Acceptance Portion of CRF</p>	<p>Encode the client information, O.R number and feedback on the LCD Client Database</p> 	 <p>JESKIE JHONE D. ILAGAN Data Processor III</p>	5 minutes	Client Database (digital)	
		Submit Client Database to ICSU RDAB	 <p>PINKY T. DE CHAVEZ Sr. Remote Sensing Technologist RDAB Information and Client Services Unit (ICSU)</p>		Client Database (digital)	
				Total Duration: 1 hour and 09 minutes		Note: Total fees depends on the requested area/number of sheets