

Citizen’s Charter No. RDAB/PCRD-01





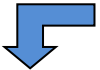

Name of Office : **Physiography and Coastal Resource Division, Resource Data Analysis Branch
National Mapping and Resource Information Authority**







Frontline Service : **Provisions of Coastal Resource Map(CRM), Vulnerability/Inundation Map (VM/IM) and Slope Map with Certification**







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 (telefax), Registered Mail, and E-mail (02-884-2864, oss@namria.gov.ph, icsu_rs@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 for desired Product/Service  Fill out and Submit Accomplished Form | Accept request from the Director’s Office Record in the Log Book Check completeness of information provided in the form  |  ROSELYN T. GOLA Project Development Officer II | Within 5 minutes | Letter request Client Order Slip (Analogue) Client Request Form (CRF) -Digital and Customized products | |
| | | Check Availability of data Show available sample data Provide Product Cost |  AISA A. MARTINEZ Project Development Officer II | 2 mins. 1 min. 2 mins. | | Slope map (A3 size-Jpeg) P600.00 |
| | | Prepare Order of Payment (OP)  Prepare MOA/MOU |  LEANA D. NATIVIDAD Project Development Assistant III | 2 mins. 15 mins. | MOA/MOU | Slope Map (Shp. File) P0.02 per hectare |

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|--|---|---|---|-------------------------|--|--|
| | <p>Sign the MOA/MOU </p> | <p>Review and sign MOA/MOU for indorsement to the Administrator (Director or Asst. Director, RDAB)</p> |  OIC- Asst. Director, RDAB | <p>5 mins.</p> | | |
| | | <p>Approval of MOA/MOU</p> |  Director, RDAB | <p>5 mins.</p> | | |
| | | <p>Prepare the Product</p> <p></p> |  Usec. PETER N. TIANGCO, PhD Administrator | <p>Minimum 10 mins.</p> | | |
| | | |  LEANA D. NATIVIDAD Project Development Assistant III | <p>1 hour</p> | | |

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|--|--|--|--|---|--|--|
| | | <p>Issue Coastal Resource Map</p> <p style="text-align: center;"></p> <p>Issue Inundation/Vulnerability Map and Slope Map</p> <p>Check data requirements Plot the Technical Descriptions (TDs) of the lot Overlay the slope map</p> <p style="text-align: center;"></p> <p>Verify and check the result of plotting and slope classes</p> <p>Prepare Slope Cost with Field Validation</p> <p>Prepare MOA</p> <p style="text-align: center;"></p> | <p style="text-align: center;"></p> <p style="text-align: center;">SYLVIA L. ESPERANZA Supervising Remote Sensing Technologist</p> <p style="text-align: center;"></p> <p style="text-align: center;">FELICIANO M. BALATAZAR XIII Senior Remote Sensing Technologist</p> <p style="text-align: center;"></p> <p style="text-align: center;">MARLO M. BAETIONG Supervising Remote Sensing Technologist</p> | <p>15 Mins.</p> <p>15 Mins.</p> <p>Minimum of 2 hrs.</p> <p>1 hour</p> <p>Minimum of 30 minutes</p> <p>15 mins.</p> | <p>Technical Description (TD), Barangay Clearance and Authorization letter or Special Power of Attorney (SPA) for authorized representative of the Lot Owner</p> | <p>CRM (Shp. File) P0.33 per hectare</p> <p>IM/VM P600 per map sheet</p> <p>Min of P9,179.50 (Cost varies with lot area)</p> |
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| | <p>Sign the MOA </p> | <p>Review and sign MOA for indorsement to the Administrator (Director or Asst. Director, RDAB)</p> <p></p> <p>Approval of MOA</p> <p></p> <p>Field Validation of slope map</p> <p></p> <p>Prepare Slope Map Certification with attachment</p> <p></p> | <p> OIC- Asst. Director, RDAB</p> <p> Director, RDAB</p> <p> Usec. PETER N. TIANGCO, PhD Administrator</p> <p>PCRD Technical Staff</p> <p> MARLO M. BAETIONG Supervising Remote Sensing Technologist</p> | <p>5 mins.</p> <p>5 mins.</p> <p>Minimum 10 mins.</p> <p>Minimum of 2 working days</p> <p>Minimum of 2 working days</p> | | |
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|---|--|---|--|--------------------|------------------------|--|
| | | <p>Review and endorse Slope Map Certification</p> <p style="text-align: center;">↓</p> |  <p>ENGR. FEDERICO D. MACARAEG Chief, PCRD</p> | Minimum of 4 hours | | |
| | | <p>Review and sign the Slope Map Certification</p> <p style="text-align: center;">↙</p> |  <p>RIJALDIA N. SANTOS, PhD Director, RDAB</p> | Minimum of 4 hours | | |
| 2 | <p>Secure Order of Payment with Control Number</p> <p style="text-align: center;">→</p> <p style="text-align: center;">↙</p> | Controlled OP |  <p>JEFFERSON D. CARINGAL Accounting Officer II</p> | | OP with Control number | |
| 3 | <p>Pay for the Products/ Services availed</p> <p style="text-align: center;">→</p> <p style="text-align: center;">↙</p> | Issue Official Receipt (OR) |  <p>JULIET I. VILLANUEVA Cashier</p> | | Official Receipt | |

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|---|---|---|--|--------------------------------|--|--|
| 4 | <p>Present the Official Receipt </p> <p>Fill-out the Feedback portion of CRF and Client Needs Assessment Form (Returning client) </p> | <p>Inspect OR/Secure photocopy</p> <p>Check completeness of information provided in the forms</p> <p>Provision of Products/Services</p> |  <p>ROSELYN T. GOLA Project Development Officer II</p> | 10 minutes | <p>Official Receipt</p> <p>Signed MOA</p> <p>Client Request Form</p> <p>Client Needs Assessment Form</p> | |
| 5 | <p>Received and inspect requested product </p> <p>Fill out Acceptance portion of Client Request Form </p> | <p>Encode the client information, O.R. number and feedback on the PCR D Client Database</p> <p>Provide the PCR D Client Database to RDAB-ICSU</p> |  <p>LEANA D. NATIVIDAD Project Development Assistant III</p>  <p>PINKY T. DE CHAVEZ Sr. Remote Sensing Technologist</p> | <p>10 mins.</p> <p>2 mins.</p> | <p>PCR D Client Database</p> | |
| | | | | | <p>Note: Total duration and fees depend on the requested product area and format (digital or hardcopy).</p> | |