

Citizen's Charter No. OA-02





Name of Office : **Legal Office, Office of the Administrator
National Mapping and Resource Information Authority**







Frontline Service : **Review of Legal Documents**





Schedule of Availability of Service : **Monday - Friday, 8:00 AM - 5:00 PM**

Who May Avail of the Service : **NAMRIA Officials and Employees**

How to Avail of the Service : **Walk-in**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit Memorandum of Agreements (MOAs), Contracts and communications with legal implications 	Receive document, record and forward to Legal Officer 	 MARIA SIBYL E. BELLEN Admin. Officer IV (HRMO II)  JURETA B. JAVIER SN1	3 minutes		None

		<p>Review the contents and endorse</p> 	 <p>JESSIE M. RACIMO Attorney III</p>	<p>1.1 Simple - 1 to 3 days 1.2 Complex - 4 to 8 days</p>		
		<p>Endorse document to the Administrator</p> 	 <p>ROWENA E. BONGALOS Chief of Staff</p>	<p>3 minutes</p>		
		<p>Approve/sign the document</p> 	 <p>Usec. PETER N. TIANGCO, PhD Administrator</p>	<p>3 minutes</p>		

		<p>Retain a hard copy of the signed document</p> <p>Return to concerned branches</p> 	 <p>MARIA SIBYL E. BELLEN Admin. Officer IV (HRMO II)</p>  <p>JURETA B. JAVIER SN1</p>	<p>3 minutes</p>		
<p>2</p>	<p>Receive approved/signed document</p> <p>Retain copy and dispatch/release document</p>			<p>Total Duration: Simple – 1 working day & 15 minutes Complex – 4 working days & 15 minutes</p>		