

Citizen's Charter No. OA-04





Name of Office : **Office of the Deputy Administrator for Hydrography Branch (HB) and Mapping and Geodesy Branch (MGB)
National Mapping and Resource Information Authority**


Frontline Service : **Processing of Documents for MGB and HB Personnel Action**

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**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit document/s for personnel action (Assignment Order, Travel Order, and Leave of Absence) based on the Revised Manual of Approval 	Receive, review, and log document/s coming from the concerned branch	 MA. CORAZON S. FACTUAR Administrative Aide IV	5 minutes	Routing Slip Medical Certificate, if needed	None
		Review and sign document/s 	 JOSE C. CABANAYAN JR. Deputy Administrator	5 minutes		

		Release signed document/s to Records Management Section for control; Human Resource Management Section for 201 filing; and the concerned branch	 <p>HAYFA L. EMBAT Project Development Assistant III</p>	3 minutes		
2	Receive the document			2 minutes		
				Total Duration: 15 minutes		