

**Citizen’s Charter No. OD-03**






**Name of Office** : **Office of the Deputy Administrator for Geospatial Information System Management Branch (GISMB) and Resource Data Analysis Branch (RDAB)**  
**National Mapping and Resource Information Authority**


**Frontline Service** : **Processing of Documents for GISMB and RDAB 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 (Special Order, Travel Order, and Leave of Absence) based on the Revised Manual of Approval  	Receive and log document/s coming from the concerned branch  	 <b>JANE B. RAGAY</b> Project Development Assistant IV	5 minutes	Routing Slip	None
		Review and sign document/s  	 <b>EFREN P. CARANDANG</b> 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><b>JANE B. RAGAY</b> Project Development Assistant IV</p>	3 minutes		
2	Receive the document			2 minutes		
				<b>Total Duration: 15 minutes</b>		