

Citizen's Charter No. SSB/AD-10




Name of Office : **Cashier Section, Administrative Division, Support Services Branch
National Mapping and Resource Information Authority**



Frontline Service : **Issuance of Official Receipt (OR)**

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**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Provide Order of Payment (OP) 	Receive OP Prepare and fill up the OR details Issue OR	 <p>JULIETA I. VILLANUEVA Cashier II</p>  <p>CECILIA L. CAPISTRANO Cashier III</p>	3 minutes	Order of Payment Form	

			 FLORENIA Q. GILPA SN3			
2	Receive OR					
				Total Duration: 3 minutes		