Citizen's Charter No. SSB/FMD-02

Name of Office : **Accounting Section, Financial and Management Division, Support Services Branch**
National Mapping and Resource Information Authority
Frontline Service : **Processing of Order of Payment**
Schedule of Availability of Service : **Monday – Friday, 8:00 AM – 5:00 PM**
Who May Avail of the Service : **External and Internal Clients**
How to Avail of the Service : **Walk-in**

No. [A]	CUSTOMER ACTIVTY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Process Order of Payment Form personally	Record and number the Order of Payment form	**ENRIQUETA V. RAMOS** Account Officer V **JEFFERSON D. CARINGAL** Account Officer I	2 minutes	Order of Payment Form Three (3) copies (1 original, 2 duplicate copies)	None
2	Proceed to Cashier Section for Payment					
				Total Duration: **2 minutes**		