

Citizen's Charter No. HB/MAD-01








**Name of Office** : Maritime Affairs Division, Hydrography Branch  
 National Mapping and Resource Information Authority





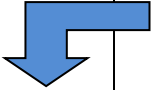

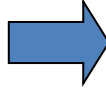
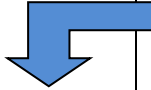

**Frontline Service** : Issuance of Certificate of Exploration Permit



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

**Who May Avail of the Service** : External Clients

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

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Request for desired product  Fill out Client Request Form	Review request letter and documents 	 <b>EDYSON P. HENSON</b> Chief, Nautical Publication Section	10 minutes	Request letter Technical Description of Mining Exploration Area Client Request Form	
		Prepare Certificate for Exploration Permit 	 <b>ROWEN F. BALTAZAR</b> Cartographer IV	15 minutes		
		Review the Certificate 	 <b>EDYSON P. HENSON</b> Chief, Nautical Publication Section	15 minutes		

		Review and endorse the Certificate to the Director 	 <b>Cdr ROSALINO C DELOS REYES</b> OIC, Maritime Affairs Division	5 minutes		
		Sign the Certificate 	 <b>Commo JACINTO M CABLAYAN</b> Director, Hydrography Branch	1 minute		
		Return Client Request Form to client. 	 <b>EDYSON P. HENSON</b> OIC, Nautical Publication Section	1 minute		
2	Pay fee to the Map Sales Office  	Prepare Order of Payment Process payment and provide official receipt to the client	 <b>SN3 MARILOU B CINCO</b> OIC, HB Map Sales	1 minute 3 minutes	Official Receipt Client Request Form	PhP 2,500.00

3	<p>Submit Official Receipt</p> <p>Submit Client Feedback Form</p> 	<p>Retain a photo copy of the Certificate and Official Receipt</p> <p>Release the Certificate and Official Receipt to the client</p> <p>Record the Certificate in the logbook</p>	 <p><b>EDYSON P. HENSON</b> OIC, Nautical Publication Section</p>	10 minutes	Official Receipt Client Feedback Form	
4	Receive Certificate of Exploration Permit and Official Receipt	Compile and submit documentary requirements to Branch ICSU				
				<b>Total Duration:</b>  <b>1 hour and 2 minutes</b>		