

Citizen's Charter No. HB/MAD-02








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





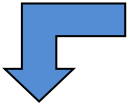

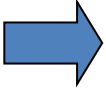
Frontline Service : **Issuance of Municipal Water Boundary Technical Description**

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

Who May Avail of the Service : **External Clients (LGUs)**

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 	 MARIO A. PRINCER Chief, Maritime Support Services Section	10 minutes	Request letter Technical Description of Area Client Request Form	
		Prepare copy of TD and transmittal letter 	 HERMIELYN C. SAGUCIO Cartographer II	30 minutes		
		Review the TD and transmittal letter 	 MARIO A. PRINCER Chief, Maritime Support Services Section	15 minutes		

		Review and endorse the TD and transmittal letter to the Director 	 CDR ROSALINO C DELOS REYES OIC, Maritime Affairs Division	5 minutes		
		Sign the transmittal letter 	 COMMO JACINTO M CABLAYAN Director, Hydrography Branch	1 minute		
		 Retain a photo copy of the TD and transmittal letter Release the TD and transmittal letter to the client	 MARIO A. PRINCER Chief, Maritime Support Services Section	5 minutes	Technical Description Transmittal Letter	
2	Receive the TD and transmittal letter Submit Client Feedback Form 	Receive the Client Feedback Form Compile and submit to documentary requirements to Branch ICSU		1 minutes	Client Feedback Form	
				Total Duration: 1 hour and 7 minutes		