

Citizen's Charter No. HB/MAD-03






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

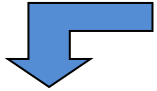

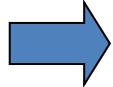
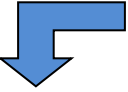

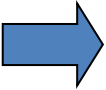



Frontline Service : **Issuance of Certificate of Nautical Distance**



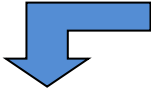

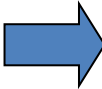
Schedule of Availability of Service : **Monday – Friday, 8:00 AM – 5:00 PM**

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 	 EDYSON P. HENSON OIC, Nautical Publication Section	10 minutes	Request letter Client Request Form	
		Plot and measure distance on relevant nautical charts. Prepare Certificate of Nautical Distance 	 SN1 RAYMUNDO C CASTILLO	30 minutes		

		<p>Review the Certificate</p> <p>Return Client Request Form to client.</p> 	 <p>EDYSON P. HENSON OIC, Nautical Publication Section</p>	15 minutes		
2	<p>Pay fee to the Map Sales Office</p>  	<p>Prepare Order of Payment</p> <p>Process payment and provide official receipt to the client</p>	 <p>SN3 MARILOU B CINCO OIC, HB Map Sales</p>	<p>1 minute</p> <p>3 minutes</p>	<p>Official Receipt</p> <p>Client Request Form</p>	<p>P180 for the first twenty-five Nm plus P25 per additional Nm</p>
3	<p>Submit official receipt</p> 	<p>Endorse Certificate with the Official Receipt to the Chief, Maritime Affairs Division</p>	 <p>EDYSON P. HENSON OIC, Nautical Publication Section</p>	5 minutes	Official Receipt	
		<p>Review and endorse the Certificate to the Director</p> 	 <p>Cdr ROSALINO C DELOS REYES OIC, Maritime Affairs Division</p>	5 minutes		

		<p>Sign the Certificate</p> 	 <p>Commo JACINTO M CABLAYAN Director, Hydrography Branch</p>	1 minute		
		 <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>EDYSON P. HENSON OIC, Nautical Publication Section</p>	2 minutes	Official Receipt Client Feedback	
4	<p>Receive Certificate of Nautical Distance</p> <p>Fill up and submit Client Feedback Form </p>	<p>Compile documentary requirements and submit copy to Branch ICSU</p>				
				<p>Total Duration:</p> <p>1 hour and 13 minutes</p>		