

Citizen's Charter No. RDAB/PCRD-01







Name of Office : **Physiography and Coastal Resource Division, Resource Data Analysis Branch
National Mapping and Resource Information Authority**




Frontline Service : **Provision of Slope Data and Issuance of Slope Map Certification**




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, Phone-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/Service Fill out and Submit Accomplished Form 	Accept request from the Director's Office Record in the Log Book Check completeness of information provided in the form 	 ROSELYN T. GOLA Project Development Officer I	Within 5 minutes	Letter request Client Order Slip (Analogue) Client Request Form (CRF) -Digital and Customized products	
		Check Availability of data Show available sample data Provide Product Cost Prepare Order of Payment (OP) Prepare the Product 	 AISA A. MARTINEZ Project Development Officer I  LEANA D. NATIVIDAD Project Development Assistant II	2 mins. Minimum of 2 hrs. Maximum of 8 hrs.		Slope map (A3 size-Jpeg) P193.00 Slope map (Shp.file) P0.02 per hectare

		<p>Issue Slope Map Certification with field validation</p> <p>Check data requirements Plot the Technical Descriptions (TDs) of the lot Overlay the slope map</p> <p>Verify and check the result of plotting and slope classes</p> <p>Prepare Cost</p> <p>Field Validation of slope map</p> <p style="text-align: center;">↓</p> <p>Review and endorse Slope Map Certification</p> <p style="text-align: center;">↓</p>	<div style="text-align: center;">  FELICIANO M. BALATAZAR XIII Senior Remote Sensing Technologist </div> <div style="text-align: center; margin-top: 20px;">  MARLO M. BAETIONG Supervising Remote Sensing Technologist PCRD Technical Staff </div> <div style="text-align: center; margin-top: 20px;">  ENGR. FEDERICO D. MACARAEG Chief, PCRD </div>	<p>Minimum of 2 hrs. Maximum of 8hrs.</p> <p>1 hour</p> <p>1-2 days</p> <p>10 minutes</p>	<p>Technical Description (TD), Barangay Clearance and Authorization letter or Special Power of Attorney (SPA) for authorized representative of the Lot Owner</p>	<p>Min of P8,000 (Cost varies with lot area)</p>
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		Review and sign the Slope Map Certification	 RIJALDIA N. SANTOS, Ph.D. Director, RDAB	10 minutes		
2	Secure Order of Payment with Control Number	Controlled OP	 JEFFERSON D. CARINGAL Accounting Officer II	1 minute	OP with Control number	
3	Pay for the Products/ Services availed	Issue Official Receipt (OR)	 JULIET I. VILLANUEVA Cashier	3 minutes	Official Receipt	

4	<p>Present the Official Receipt</p> <p>Sign Memorandum of Agreement (MOA)</p> <p>Fill-out the Feedback portion of CRF and Client Needs Assessment Form (Returning client)</p> 	<p>Inspect OR/Secure photocopy</p> <p>Check completeness of information provided in the forms</p> <p>Provision of Products/Services</p>	 <p>ROSELYN T. GOLA Project Development Officer I</p>	10 minutes	<p>Official Receipt</p> <p>Signed MOA</p> <p>CRF</p> <p>Client Needs Assessment Form</p>	
5	<p>Received and inspect requested product</p> <p>Fill out Acceptance portion of CRF</p> 	<p>Encode the client information, O.R. number and feedback on the PCR D Client Database</p>  <p>Provide the PCR D Client Database to RDAB-ICSU</p>	 <p>LEANA D. NATIVIDAD Project Development Assistant II</p>  <p>PINKY T. DE CHAVEZ Sr. Remote Sensing Technologist</p>		<p>PCR D Client Database</p>	
				TOTAL DURATION: 3.71 days		