

Citizen’s Charter No. ODA-02






Name of Office : **Office of the Deputy Administrator for Resource Data Analysis Branch (RDAB) and Geospatial Information System Management Branch (GISMB)**
National Mapping and Resource Information Authority

Frontline Service : **Processing of Documents for RDAB and GISMB Personnel Action**

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

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

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

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit document/s for personnel action (Special Order, Travel Order, and Leave of Absence) based on the Revised Manual of Approval 	Receive and log document/s coming from the concerned branch 	 JANE B. RAGAY Project Development Assistant IV	5 minutes	Routing Slip	None
		Review and sign document/s 	 EFREN P. CARANDANG Deputy Administrator	5 minutes		

		Release signed document/s to Records Management Section for control; Human Resource Management Section for 201 filing; and the concerned branch	 JANE B. RAGAY Project Development Assistant IV	3 minutes		
				Total Duration: 13 minutes		