













Citizen's Charter No. HB/MAD-01

Name of Office : Maritime Affairs Division, Hydrography Branch
Frontline Service : Issuance of Certification of Exploration Permit
Schedule of Availability of Service : Monday – Friday, 8:00 AM – 5:00 PM
Who May Avail of the Service : Mining Companies
How to Avail of the Service : Through letter request

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit letter requesting for Certification for Exploration Permit with attached document requirements 	Review request letter and documents 	 Rowen F. Baltazar Cartographer IV	10 minutes	Request letter Technical Description of Area Client Order Slip	
		Prepare Certification for Exploration Permit 	 Rowen F. Baltazar Cartographer IV	15 minutes		
		Review the Certification 	 Edyson P. Henson Chief, Nautical Publication Section	15 minutes		
		Endorse the Certification to the Director 	 Cdr Rosalino C delos Reyes OIC, Maritime Affairs Division	5 minutes		

		Sign the Certification	 Commo Jacinto M Cablayan Director, Hydrography Branch	1 minute		
2	Pay fee to the Map Sales Office Fill out Client Order Slip	Process payment and provide official receipt to the client	 PO3 Samson P Navidad Cashier, Map Sales	5 minutes	Official Receipt Client Order Slip	PhP 2,500.00
3	Receive Certification of Exploration Permit Sign Client Order Slip Submit Client Feedback	Retain a photo copy of the Certification Release the Certification to the client Record the Certification in the logbook	 Rowen F. Baltazar Cartographer IV	10 minutes	Client Order Slip - Client Feedback	
				Total Duration: 1 hour and 1 minute		