

Citizen's Charter No. MGB/GD-01

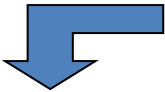




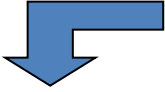
Name of Office : **Geodesy Division, Mapping and Geodesy Branch (MGB), National Mapping and Resource Information Authority (NAMRIA)**




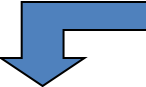



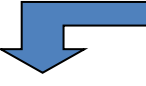



Frontline Service : **Issuance of Certification of Geodetic Control Points (GCPs)**



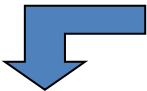

Schedule of Availability of Service : **Monday – Friday, 8:00 AM – 5:00 PM**

Who May Avail of the Service : **Surveyors, Contractors and Other Government Agencies**

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 | State the place of interest (POI) or the Geodetic Controls Points (GCPs) needed  | Find the availability of the GCP through the GCP Database  Prepare the Client Order Slip (COS), Client Needs Assessment Form, Memorandum of Agreement (MOA) and Order of Payment Form to be given to the Client |  JOANA MARIE D. PANES GNIS Staff | 10 - 15 minutes | 1. Place of Interest (POI) 2. Name of GCP Needed | |
| 2 | Fill-out the Client Order Slip (COS), Client Needs Assessment Form, Memorandum of Agreement (MOA) and Order of Payment Form | Receive and check the forms  |  MARA ANALYN S. ODTOHAN GNIS Staff | 2 minutes | 1. Client Order Slip (COS) 2. Client Needs Assessment Form | |
| |  | Write the billing amount to the Order of Payment form and return same with the Client Order Slip (COS) | MARA ANALYN S. ODTOHAN GNIS Staff | 1 minute | 3. Memorandum of Agreement (MOA) 4. Order of Payment | |

| | | | | | | |
|---|---|--|---|-----------|---|-----------------|
| 3 | Receive the accomplished Client Order Slip (COS) and Order of Payment Form  | | | 1 minute | 1. Client Order Slip (COS) 2. Order of Payment | |
| 4 | Proceed to Accounting Office (located at 2 nd Floor NAMRIA Main Building) and submit the accomplished Client Order Slip (COS) and Order of Payment form  | Receive the Client Order Slip (COS) and Order of Payment form |  AMELITO M. DELA CRUZ OIC, Accounting Section | 1 minute | 1. Client Order Slip (COS) 2. Order of Payment | |
| |  | 1. Check the forms. 2. Sign the Order of Payment. 3. Return the forms to the Client. | | 2 minutes | | |
| 5 | Receive the signed Client Order Slip (COS) and Order of Payment form  | | | 1 minute | | |
| 6 | Proceed to Cashier's Office and submit your payment, the accomplished Client Order slip and order of payment form  | Receive the payment, client order slip and order of payment form |  JULIET I. VILLANUEVA Cashier | 1 minute | 1. Client Order Slip (COS) 2. Order of Payment | P360.00 per GCP |
| |  | Issue Official Receipt and return Client Order Slip (COS) | | 2 minutes | 1. Client Order Slip (COS) 2. Official Receipt | |
| 7 | Receive the Official Receipt and Client Order Slip (COS)  | | | 1 minute | | |
| 8 | Proceed to Geodesy Division Office and submit the Official Receipt and Client Order Slip (COS)  | Receive the Official Receipt and Client Order Slip (COS) |  JOANA MARIE D. PANES GNIS Staff | 2 minutes | 1. Client Order Slip (COS) 2. Official Receipt | |

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|---|---|--|--|--|--|
| | | Prepare the GCP Certification and input the Official Receipt number  | | 2 minutes | 1. GCP Certification 2. Official Receipt 3. Client Feedback Form |
| | | Sign the GCP Certification |  RUEL DM. BELEN, MNSA Director, MGB | 2 minutes | |
| |  | Give the signed GCP Certification together with the Official Receipt |  JOANA MARIE D. PANES GNIS Staff | 1 minute | |
| 9 | Receive the signed GCP certification and Official Receipt; and fill up the Client Feedback Form | Compile the Client Feedback Forms | | | |
| | | | | Total Duration: 29-35 minutes | |