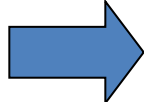


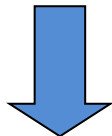

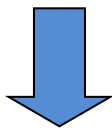

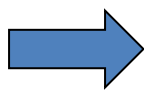
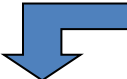








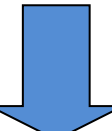

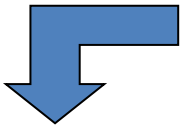



Citizen's Charter No. MGB/PD-01

Name of Office : **Photogrammetry Division (PD), Mapping and Geodesy Branch (MGB), National Mapping and Resource Information Agency (NAMRIA)**
Frontline Service : **Issuance of Clearance Certificate under Administrative Order (AO) Number 16**
Schedule of Availability of Service : **Monday – Friday, 8:00 AM – 5:00 PM**
Who May Avail of the Service : **All Government Agencies, Local Government Units (LGUs) and Private Companies or Corporations**
How to Avail of the Service : **Official Letter of Request Addressed to the NAMRIA Administrator**

No. [A]	CUSTOMER ACTIVITY [B]	NAMRIA ACTION [C]	OFFICE/PERSON RESPONSIBLE/LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Request Clearance Certificate under Administrative Order (AO) Number 16 through official letter addressed to the NAMRIA Administrator 	Review, approve and endorse formal letter of request to the Director, Mapping and Geodesy Branch (MGB) 	 Dr. PETER N. TIANGCO, CESO I Administrator	10 minutes	Official Letter of Request	None
		Endorse formal letter of request to the Photogrammetry Division Chief 	 RUEL DM. BELEN, MNSA Director, Mapping and Geodesy Branch	5 minutes		
		Endorse formal letter of request to the Image Processing Section Chief 	 NICANDRO P. PARAYNO Chief, Photogrammetry Division	5 minutes		
2	Fill out Application Form and submit other supporting documents 	1. Conduct preliminary assessment 2. Request the Client to fill out the Application Form and submit supporting documents 	 MA. VICTORIA B. ABORDO Engineer II	20 minutes	1. Official Letter of Request 2. Terms of Reference (TOR) of the Project 3. Duly Accomplished Application Form	
		3. Evaluate application and check inventory 4. Prepare Evaluation Report, Clearance Certificate and Memorandum to the Administrator 5. Endorse Evaluation Report and Clearance Certificate to the Photogrammetry Division Chief 				

		<p>Review and endorse the Memorandum to the Administrator, Evaluation Report and Clearance Certificate to the Director, Mapping and Geodesy Branch (MGB)</p> 	 NICANDRO P. PARAYNO Chief, Photogrammetry Division	5 minutes	<ol style="list-style-type: none"> 1. Evaluation Report 2. Clearance Certificate 3. Memorandum to the Administrator 	None
		<ol style="list-style-type: none"> 1. Review the Evaluation Report and Clearance Certificate 2. Sign the Memorandum and endorse all to the NAMRIA Administrator 	 RUEL DM. BELEN, MNSA Director, Mapping and Geodesy Branch	5 minutes	<ol style="list-style-type: none"> 1. Evaluation Report 2. Clearance Certificate 3. Memorandum to the Administrator 	
		<p>Sign the Clearance Certificate</p> 	 Dr. PETER N. TIANGCO, CESO I Administrator	2 minutes		
		<p>Receive the signed Clearance Certificate from the Office of the Administrator</p> 	 NELMA B. BRAVO Frontline Service Officer	1 minute	<ol style="list-style-type: none"> 1. Evaluation Report 2. Clearance Certificate 	
		<p>File records and release Clearance Certificate</p> 	 NELMA B. BRAVO Frontline Service Officer	3 minutes		
3	Receive and inspect Clearance Certificate; Fill up Client Feedback Form	Compile Client Feedback Forms				
Total Time Duration				56 minutes		