



GISMB-03. APPLICATION FOR ENROLMENT IN GIS AND OTHER GEOMATICS TRAININGS

The NAMRIA Geomatics Training Center (NGTC) offers training on the following courses:

1. Basic Geographic Information System (GIS) - 5 days or 40 hours
2. Advanced GIS - 5 days or 40 hours
3. Global Positioning System (GPS) - 4 days or 32 hours
4. Unmanned Aerial Vehicle (UAV) Mapping for GIS - 5 days or 40 hours
5. Basic Hydrography (Modules I and II) - 5 days or 40 hours per module, and other surveying, mapping, and allied technologies used by the agency. GIS and Basic Hydrography Module I trainings are also conducted online.

Office or Division:	NAMRIA Geomatics Training Center	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Basic Computer Operations		Client
For Advance GIS and UAV: Certificate of Basic GIS Training - (1 copy)		Client / concerned training institution
Online registration through NAMRIA Geomatics Training Information Center Information System (NGTCIS) or Geomatics Training Center Participants Profile (NAMRIA-KS-Form04 Rev01) if offline (one copy)		www.namria.gov.ph/gtcis/Trainings.aspx or www.namria.gov.ph/forms.php (to download form for offline use) or Records Section and NGTC (printed form)
Order of Payment (OP) (3 copies)		NGTC / Accounting Section
Official Receipt (OR) (1 copy)		Cashier
Online Pre and Post Test through NGTCIS conducted during the training		www.namria.gov.ph/gtcis/Trainings.aspx
Online Training Evaluation through NGTCIS or Training Evaluation form		www.namria.gov.ph/gtcis/Trainings.aspx NGTC



(NAMRIA-KS-Fo7rm05) for offline use (1 copy)		www.namria.gov.ph/forms.php (to download form for offline use)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check availability of the desired training course	1. Confirm availability of the training program and discuss training course details	None	15 minutes	NGTC Staff GISD
2. Register in the desired training course	2. Confirm attendance of participant 2.1 Prepare the OP	None	10 minutes	NGTC Staff GISD
3. Present the OP	3. Record the OP	None	5 minutes	Accounting Section Staff Financial Management Division
4. Pay the required fee (thru Landbank for online training)	4. Accept the payment and issue OR (verify the payment)	PhP7,500.00 Training Fee per participant (PhP5,000.00 Training Fee per participant for online training)	15 minutes (1 day)	Cashier Administrative Division
5. Present the OR	5. Check completeness of the OR	None	5 minutes	NGTC Staff GISD
6. Receive certificates (after the training)	6. Release certificates (For online	None	10 minutes (5 days)	NGTC Staff GISD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	training)			
	TOTAL	PhP7,500.00 Training Fee per participant (PhP5,000.00 Training Fee per participant for online training	1 hour (For Online Training: 5 days and 35 minutes)	



For Packaged GIS and Other Geomatics Trainings (Usually Outside NAMRIA)

Office or Division:	NAMRIA Geomatics Training Center, Geospatial Information Services Division (GISD)	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter of Request (1 copy)		Client
Basic Computer Operations		Client
For Advance GIS and UAV: Certificate of Basic GIS Training - (1 copy)		Client / concerned training institution
Online registration through NAMRIA Geomatics Training Information Center Information System (NGTCIS) or Geomatics Training Center Participants Profile (NAMRIA-KS-Form04 Rev01) if offline (one copy)		www.namria.gov.ph/gtcis/Trainings.aspx NGTC www.namria.gov.ph/forms.php (to download form for offline use)
Training MOA for Offsite Training (NAMRIA-KS-Form06) (1 copy)		NGTC
Online Pre and Post Test through NGTCIS conducted during the training		www.namria.gov.ph/gtcis/Trainings.aspx
Online Training Evaluation through NGTCIS or Training Evaluation form (NAMRIA-KS-Form05) for offline use (1 copy)		www.namria.gov.ph/gtcis/Trainings.aspx NGTC www.namria.gov.ph/forms.php (to download form for offline use)
Order of Payment (OP) (3 copies)		NGTC / Accounting Section
Official Receipt (OR) (1 copy)		Cashier



Certificate of Attendance or Participation to BAsic GIS Training (for participants of Advance GIS training course) (1 copy)		Client/Concerned training institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check availability of the desired training course	1. Confirm availability of the training program 1.1 Discuss training course details	None	15 minutes	NGTC Staff GISD
2. Request desired training course	2. Receive letter of request and check completeness of information provided in the request	None	20 minutes	NGTC Staff GISD
	2.1 Forward letter to Records Section 2.2 Endorse letter to the Administrator	None	4 hours	Records Officer Administrative Division
	2.3 Review and approve/disapprove the request	None	1 day	NAMRIA Administrator
	2.4 if approved, discuss training course details with the client. If disapproved, inform the client through a letter, email or phone call	None	30 minutes	NGTC Staff GISD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Prepare the MOA for Off-site Training	None	1 hour	NGTC Staff GISD
3. Sign the MOA for Off-site Training	3. Review and endorse the MOA	None	1 hour	GISD Division Chief GISMB Director
	3.1 Review and approve the MOA	None	1 day	Deputy Administrator Chief of Staff Administrator
	3.2 Notarize the MOA	None	1 hour	Notary Public NGTC Staff GISD
4. Finalize the desired training schedule	4. Confirm the training schedule 4.1 Prepare OP	None	20 minutes	NGTC Staff GISD
	4.2 Prepare travel documents	None	5 days	NGTC Staff GISD
5. Present the OP	5. Record the OP	None	20 minutes	Accounting Section Staff Financial Management Division
6. Pay the required fee (thru Landbank for online training)	6. Accept the payment and issue OR (verify the payment)	PhP75,000.00 Training Fee per package (PhP50,000.00 Training Fee per package for online training)	15 minutes (1 day)	Cashier Administrative Division



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Present the OR	5. Check completeness of the OR	None	5 minutes	NGTC Staff GISD
8. Receive certificates (after the training)	6. Release certificates (For online training)	None	10 minutes (5 days)	NGTC Staff GISD
	TOTAL	PhP75,000.00 (PhP50,000.00 Training Fee for online training)	8 days 1 hour and 15 minutes (For Online Training: 13 days and 10 minutes)	