



HB-05. Issuance of Certification of Oceanographic Information and Provision of Physical Oceanographic Data

This service provides the information in availing certification of oceanographic information that contains processed hourly heights, monthly and annual means of actual sea level and other tidal datum planes, tide reducers, tidal extremes, highest and lowest tide observed in the tide stations. Tidal current data that provides information on speed and direction. Waves data and Salinity and Temperature data.

Office or Division:	Physical Oceanography Division (POD), Hydrography Branch			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Client G2G - Government to Government G2B - Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
External Client Request (ECR) (1 copy)		Physical Oceanography Division/Hydrography Branch Email: icsu_hd@namria.gov.ph Phone 8242-2093/ 8241-3494 local 105		
Valid Identification Card				
Order of Payment (OP) (3 copies)		Map Sales Office (MSO)		
Official Receipt (OR) (1 copy)		MSO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive desired request/services	1.1 Receive request 1.2. Check Availability of data 1.3. Prepare Client Order Slip	None	5 minutes	Project Development Officer
2.Fill out Client Order Slip and submit to the Receiving Personnel	2.1. Receive the filled-out Client Order Slip 2.2. Encode Information at Client Request	None	3 minutes	Project Development Officer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Management System			
	2.3. Review request letter and documents 2.4. Prepare Certificate, External Client Request and External Client Request Free Issue if free, and the requested data	None	15 days data processing time or depending on the availability of the data	<i>POD Staff/ Oceanographer II</i>
	2.5. Review the Certificate, Requested Product, External Client Request and the External Client Request Free Issue	None	20 minutes	<i>Chief, Oceanographic Data Management Section</i>
	2.6. Endorse the certificate and External Client Request and External Client Request Free Issue to the Director	None	25 minutes	<i>Chief, Physical Oceanography Division</i>
	2.7. Sign the Certificate and endorse External Client Request/ External Client Request Free Issue to Administrator	None	30 minute	<i>OIC-Director Hydrography Branch</i>
	2.8. Approve and sign External	None	2 days	<i>Administrator</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Client Request Free Issue			
	2.9. Inform the Client through phone or email the availability of the requested data.	None	2 minutes	<i>Physical Oceanography Division staff</i>
3. Pay the relevant fee at the Map Sales Office (MSO)	3.1. Prepare Order of Payment 3.2. Process payment and provide Official Receipt (OR)	a.Processed hourly heights data per month per station- PhP 300.00 b.Processed times and heights of high and low waters including lunitidal interval of daily heights per month, per station- PhP 300.00 c.Monthly and annual data of mean sea level and other tidal datum planes per month per station- PhP 300.00 d.Tide Reducers per month	10 minutes	<i>Cashier Map Sales Office (MSO)</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>per station- PhP 300.00</p> <p>e.Highest and lowest tide observed per station- PhP 150.00</p> <p>F. Tidal extremes per station per year- PhP 360.00</p> <p>G. Tidal data analysis and processing per month per station PhP 1000.00</p> <p>H. Processed mean hourly tidal current velocity per station- PhP 300.00</p>		
4. Submit Official Receipt	<p>4.1. Retain a copy of the Certificate and Official Receipt (O.R)</p> <p>4.2. Release the Certificate, Data, and Official Receipt to the Client</p>	None	5 minutes	<i>Project Development Officer</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Fill out the client feedback portion of the visitor's slip Received Certificate, Oceanographic Data and O.R	5.1 Check the completeness of the form 5.2. Release the oceanographic data 5.3. Encode the request details in the NAMRIA Products and Services Information System (NPASIS) 5.4. Encode Client Order Slip into Client Request Management System	None	10 minutes	<i>Project Development Officer</i>
	TOTAL	a.Processed hourly heights data per month per station- PhP 300.00 b.Processed times and heights of high and low waters including lunitidal interval of daily heights per month, per station- PhP 300.00 c.Monthly and annual data of mean sea	17 days, 1 hour, 50 minutes/ depending on the availability of data.	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>level and other tidal datum planes per month per station- PhP 300.00</p> <p>d.Tide Reducers per month per station- PhP 300.00</p> <p>e.Highest and lowest tide observed per station- PhP 150.00</p> <p>F. Tidal extremes per station per year- PhP 360.00</p> <p>G. Tidal data analysis and processing per month per station PhP 1000.00</p> <p>H. Processed mean hourly tidal current velocity per station- PhP 300.00</p>		