



HB-06. Provision of Bathymetric Data

This service provides the information in providing Bathymetric data that indicates depth soundings at a specific area. Bathymetric data is commonly given in .xyz format with the spacing dependent on the preference of the client. Smooth sheets may also be availed in digital or printed form (A1 or A0 size).

Office or Division:	Survey Support Division, Hydrography Branch			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter addressed to the administrator (for Free Issue) (1 copy)		Client		
External Client Request (ECR) (1 copy)		Client Service Unit (CSU)/ Map Sales Office (MSO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired data. Accomplish the External Client Request form **For free issue, a request letter should be written addressed to the Administrator	1. Receive request. Review accomplished External Client Request form **The branch client service unit (CSU) will receive and endorse the approved request to HGDMS.	None	15 minutes	Seaman Third Class HGDMS, SSD Chief MAD
2. Discuss the details of the desired product.	2. Check availability of request	None	1 hour	Survey Officer HGDMS, SSD Seaman Third Class



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1. Show available data samples to client.			HGDMS, SSD
	2.2. Prepare the requested data and accomplish the Bathymetric Data Release form	None	15 days Depending on the scope of the request.	<i>Survey Officer</i> HGDMS, SSD <i>Seaman Third Class</i> HGDMS, SSD
	2.3. Check the completeness of the bathymetric data and the release form and endorse to the SSD Chief	None	2 hours	<i>Chief, HGDMS</i> Survey Support Division
	2.4. Review and approve the bathymetric data release form. For free issue: Forward the bathymetric data and the release form to the branch CSU (process will be continued by CSU from this point)	None	1 hour	<i>Chief</i> Survey Support Division
	2.5. Inform the client of the availability of the product	None	5 minutes	<i>Seaman Third Class</i> HGDMS, SSD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Secure Order of Payment and pay the product at the Map Sales Office	3.1. Prepare Order of Payment 3.2. Issue Official Receipt 3.3. Process payment and issue Official Receipt	Hydrographic Smooth Sheets: Analog: A1 size = 5,000 PhP A0 size = 9,000 PhP Digital data (in xyz): 10,000 PhP per hydrographic smooth sheet	10 minutes	<i>Officer-in-Charge</i> Map Sales Office, Binondo
4. Submit Official Receipt	4.1. Retain a copy of the Official Receipt (O.R) 4.2. Release the product and Official Receipt to the Client	None	5 minutes	<i>Seaman Third Class</i> HGDMS, SSD
5. Fill out the client feedback portion of the External Client Request form. Receive product and Official Receipt	5.1. Check completeness of feedback form 5.2. Release product	None	10 mins	<i>Seaman Third Class</i> HGDMS, SSD
	TOTAL	Hydrographic Smooth Sheets: <u>Analog:</u>	For free issue: 15 days, 3hours, 15 minutes (estimated time is	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		A1 size = PhP5,000 A0 size = PhP9,000 <u>Digital data</u> <u>(in xyz):</u> PhP10,000 per hydrographi c smooth sheet	exclusive of processes in the Client Service Unit) With fees: 15 days, 4hours, 45 minutes	

**Rates are from NAMRIA Memorandum Circular No. 01 series of 2011*