



## HB-01. Provision of Digital & Print on Demand (POD) Nautical Charts

Nautical Charting Division is in charge of the compilation and publication of Nautical Charts (NC). NCs (Paper and ENC) specifically designed to meet the requirements of marine navigation, showing depths of water, nature of bottom, elevations, configuration and characteristics of the coast, dangers and aids to navigation necessary for safe navigation. Digital data can be acquired in raster, vector and ENC; POD charts that are newly published or charts that need frequent updating.

<b>Office or Division:</b>	Hydrography Branch, Nautical Charting Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
External Client Request (ECR) Form / Official Receipt		Map Sales Office		
Internal request via Internal Client Request Management System or Internal Client Request form when offline (one copy)		www.namria.gov.ph/isportal.aspx (online) or www.namria.gov.ph/forms.php (to download form for offline use) or Records Section (printed form)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Request desired product and fill out ECR form (Client details)	1.1 Accept request	None	15 minutes per product	Chief, PCCLS Section  Chief, PCCSS Section  Chief, ENC Section
1.2 Discuss the details of the product	1.2 Check/verify availability of Product	None		
1.3 Request via ICRMS	1.3 Show available data	None	1 hour per product	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(Internal)  For internal request: The request must be authorized by the Division Chief or authorized personnel	sample to client			
	1.4 Discussed and approved by the authorized personnel	None	1 hour	<i>Division Chief of the requesting personnel</i>
2. Submit ECR form to MSO	2. Check completeness of information	None	10 minutes	<i>Officer-In-Charge MSO, HB</i>
	2.1 Prepare and plot paper chart Print-on-Demand (POD)  2.2 Prepare and write file on CD.  2.3 Check completeness of the product	None	<b>POD:</b> 1 hour per chart  <b>Raster chart:</b>  1 hour per chart  <b>Vector chart:</b>  2 hours per chart  <b>ENC:</b>  1 hour per cell	<i>Chief, PCCLS Section</i>  <i>Chief, PCCSS Section</i>  <i>Chief, ENC Section</i>
	<b>TOTAL</b>	<b>POD:</b> ₱1,500.00  <b>Raster chart:</b>	<b>For external client:</b>  <b>POD</b>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>₱700.00</p> <p><b>Vector chart:</b> ₱300.00 / mb</p> <p><b>ENC:</b> ₱800.00 (large-scale) ₱600.00 (small-scale) ₱200.00 (per update)</p>	<p>2 hours and 25 minutes per chart</p> <p><b>Raster</b> 2 hours and 25 minutes per chart</p> <p><b>Vector</b> 3 hours and 25 minutes per chart</p> <p><b>ENC</b> 2 hours and 25 minutes per cell</p> <p><b>For internal clients:</b></p> <p><b>POD</b> 2 hours per chart</p> <p><b>Raster</b> 2 hours per per chart</p> <p><b>Vector</b> 3 hours per per chart</p> <p><b>ENC</b> 2 hours per cell</p>	