



## HB-07. Provision of Geomagnetic Data

This service provides the information in providing Geomagnetic data namely, Declination and Annual Change, Raw magnetic observation data, and Processed magnetic observation data. Depending on the quantity of request the following, the amount of time collating the requested data is described below.

<b>Office or Division:</b>	Survey Support Division, Hydrography Branch			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter addressed to the Administrator (for free issue) (1 copy)		From the 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 ECR form  **For free issue, a request letter should be written addressed to the administrator	1. Receive request. Review accomplished ECR form  **The branch CSU will endorse the approved request to HGDMS.	None	15 minutes	Seaman Third Class HGDMS, SSD  Chief, MAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Forward request to Geomagnetic Survey Section to check availability of request	None	15 minutes	<i>Seaman Third Class</i> HGDMS, SSD
2. Discuss the details of the desired product.	2.1. Show available data samples to client.	None	1 hour	<i>Survey Officer</i> GSS, SSD
	2.2. Prepare the requested data and accomplish the Geomagnetic Data Release Form.  Declination and Annual Variation (for less than or equal to 10 Geographic Coordinates, more than 10 will require more time)  Raw magnetic observation data  Processed magnetic observation data	None	1 hour  2 days (max)  2 days (max)	<i>Survey Officer</i> GSS, SSD
	2.3. Check the completeness of geomagnetic data and the release form and forward to HGDMS.	None	1 hour	<i>Chief, GSS</i> SSD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Review and endorse the geomagnetic data to the SSD Chief	None	30 minutes	Chief, HGDMS SSD
	2.5. Review and approve the release of the Geomagnetic data  For free issue: Forward the geomagnetic data and the release form to the branch CSU (process will be continued by CSU from this point)	None	30 minutes	Chief SSD
	2.6. Inform the client of the availability of the product	None	5 minutes	Survey Officer HGDMS, SSD
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	Raw magnetic observation data, per station = <b>PhP430.00</b>  Processed magnetic observation data, per station = <b>PhP530.00</b>	10 minutes	Officer-in-Charge Map Sales Office, Binondo
4. Submit Official Receipt	4.1. Retain a copy of the Official Receipt (O.R)	None	5 minutes	Seaman Third Class HGDMS, SSD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2. Release the product and Official Receipt to the Client			
5.1. Fill out the client feedback portion ECR form  5.2. Receive product and Official Receipt	5.1. Check completeness of feedback form  5.2. Release product	None	10 minutes	Seaman Third Class HGDMS, SSD
	<b>TOTAL</b>	<p>Declination and Annual Change, per geographic Coordinate</p> <p>Raw magnetic observation data, per station</p> <p>Processed magnetic observation data, per station</p>	<p><b>Free issue:</b> <b>4 hours, 30 minutes</b> (estimated time is exclusive of processes in the Client Service Unit)</p> <p><b>2 days, 3 hours, 30 minutes</b> (estimated time is exclusive of processes in the Client Service Unit)</p> <p><b>2 days, 3 hrs, 30 mins</b> (estimated time is exclusive of processes in the Client Service Unit)</p>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>Declination and Annual Change, per geographic Coordinate = <b>PhP 360.00</b></p> <p>Raw magnetic observation data, per station = <b>PhP430.00</b></p> <p>Processed magnetic observation data, per station = <b>PhP530.00</b></p>	<p><b>With fees:</b></p> <p><b>5 hours</b></p> <p><b>2 days, 4 hours</b></p> <p><b>2 days, 4 hours</b></p>	

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