



RDAB-02. Provision of Print Copies of Land Classification (LC) Maps and/or Corresponding Forestry Administrative Orders/DENR Administrative Orders (FAO/DAO)

NAMRIA provides print copies of land classification (LC) maps and/or its Corresponding Forestry Administrative Orders/DENR Administrative Orders which are usually used by clients for land registration purposes. The data are free but the cost of printing is paid for by clients. **This process is for walk-in clients only.**

Office or Division:	Land Classification Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	All Walk-in Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
External Client Request (ECR) Form		Frontline Officer, Land Classification Division/Front Desk www.namria.gov.ph/forms.php		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish External Client Request (ECR) Form	1.1 Receive & record ECR and letter request (logbook)	None	5 minutes	Svpg. RS Tech/LCD
	1.2 Discuss the details of the request		10 minutes	
	1.3 Check availability of the requested map or FAO/DAO		10 minutes	
	1.4 Show available copy of		2 minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	map/FAO/DAO			
2. Signify intention to procure print copy of map/FAO/DAO	2.1 Provide product cost <ul style="list-style-type: none"> - Map - FAO/DAO - With "Certified true copy" stamp (map/FAO/DAO) 	Cost of map printing: P250 for the first square meter (sq.m.) and additional P30.00 for every increment of one 1/3 sq.m. Cost of printing of FAO/DAO: P25/page Cost of certified true copy of map/FAO/DAO: P25/page	5 minutes	<i>Svpg. RS Tech/LCD</i> <i>Division Chief/LCD</i>
	2.2 Print map/FAO/DAO		10 minutes	
3. Pay the required fees	3.1 Issue Order of Payment (OP)	Refer to product cost above	5 minutes	<i>Svpg. RS Tech/LCD</i> <i>Account Officer III</i> SSB-Accounting Office <i>Cashier III</i> <i>Cashier II</i> <i>Cashier I</i> SSB-Cashier Section
	3.2 Processing of OP		2 minutes	
	3.3 Issue Official Receipt (OR)		6 minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Present Official Receipt (OR) of payment and accomplish ECR Form (Feedback Details)	4.1 Photocopy the OR of payment	None	2 minutes	Svpg. RS Tech/LCD
	4.2 Release the product		5 minutes	
	TOTAL	Cost of map printing: P250 for the first square meter (sq.m.) and additional P30.00 for every increment of one 1/3 sq.m. Cost of printing of FAO/DAO: P25/page Cost of certified true copy of map/FAO/DAO: P25/page	1 Hour and 2 Minutes	