



GISMB-01. Purchase of/Request for Printed Maps, Charts, and Publications

Clients can purchase and/or request, at the NAMRIA map sales offices, printed or analog copies of topographic maps and nautical charts in various scales, and publications.

Office or Division:	Map Sales Office (MSO)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
External Client Request (ECR) (one copy)		Map Sales Office www.namria.gov.ph/forms.php		
Order of Payment (OP) (two copies)		Map Sales Office		
Official Receipt (OR) (one copy)		Map Sales Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired map, chart, or publication	1. Discuss details of the desired product of the client 1.1 Check availability of desired product 1.2 Show available product	None	30 minutes per product	MSO Officer in Charge (OIC)/Staff
2. Fill out Client Details in ECR form	2. Fill out Order Details in the ECR form	None	5 minutes	MSO OIC/Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay the required fees	3. Issue the OP 3.1 Accept the payment 3.2 Issue the OR	Topographic Maps: 1:250,000 – PhP120.00 1:50,000 – PhP120.00 1:10,000 – PhP120.00 Administrative Map – PhP200.00 Relief Map of the Philippines – PhP300.00 Nautical Charts: Chart (BW) – PhP450.00 Chart (C) – PhP600.00 Publications: Tide and Current – PhP480.00 Bajo de Masinloc – PhP1,200.00	15 minutes	<i>MSO Special Collecting Officer/Cashier</i>
4. Fill out Feedback and Satisfaction Details in the ECR form, and accept the product	4. Check completeness of the form 4.1 Release the product	None	5 minutes	<i>MSO OIC/Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. For returning clients: Fill out Product Evaluation form	5. Check completeness of the form	None	5 minutes	<i>MSO OIC/Staff</i> GISD
	TOTAL	Quantity x Product Price	1 hour	

**Rates are from NAMRIA Memorandum Circular No. 001 series of 2011*



For Free Copies of Printed Maps, Charts, and Publications

Office or Division:	Map Sales Office (MSO)			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	National Government Agencies, Non Government Organizations, Local Government Units, Students (for thesis purposes)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request (NGA, NO, LGU) Letter of Request Noted by School Official Photocopy of School ID and Thesis Abstract (1 copy)		Client		
Request for Free Issue (RFI) form (1 copy)		GISD www.namria.gov.ph/forms.php		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired map, chart, or publication	1. Receive the letter of request and check completeness of information provided in the request	None	25 minutes	<i>MSO Officer in Charge (OIC)/s/Staff</i>
	1.1 Forward the letter to Records Section 1.2 Endorse the request to the NAMRIA Administrator	None	4 hours	<i>Records Officer Administrative Division</i>
	1.3 Approve/Disapprove the request	None	1 day	<i>NAMRIA Administrator</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and endorse to GISMB Director			
	1.4 Endorse the request to GISD Chief/MSO Officer in Charge (OIC) for appropriate action	None	30 minutes	<i>GISMB Director</i>
	1.5 If approved, discuss the request details with the client; if disapproved, inform the client through a letter of regret, email or phone call	None	30 minutes	<i>GISD Chief/MSO OIC Staff</i>
2. Fill out the Client Details of RFI form	2. For approved request, endorse the RFI to GISMB Director	None	30 minutes	<i>GISD Chief/MSO OIC Staff</i>
	2.1 Endorse to NAMRIA Administrator	None	30 minutes	<i>GISMB Director</i>
	2.2 Sign the RFI and endorse the RFI to GISMB Director	None	1 day	<i>NAMRIA Administrator</i>
	2.3 Endorse the request to GISD Chief/MSO Officer in Charge (OIC) for appropriate action	None	30 minutes	<i>GISMB Director</i>
3. Receive the product	3. Release the product	None	5 minutes	<i>MSO/OIC Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive the product	4. Check completeness of the form and release the product	None	5 minutes	
	TOTAL	None	3 days 6 hours	