MGB-04. Request for Certification and Evaluation of Geodetic Control Points (GCPs), and GNSS Receiver Registration

This service caters to the surveying community that requires a certified geodetic control point containing geographic position, elevation, gravity value, political location and narrative access of the point desired that can be used as reference in surveying and mapping. It will also cater to the registration of GNSS receivers as well as the evaluation of GNSS survey data.

Office or Division:	Geodesy Division, Mapping and Geodesy Branch
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	All Private Individuals or Companies/Corporations, National Government Agencies (NGAs), Local Government Units (LGUs), Government Controlled Corporations (GOCCs), and Foreign Entities, Non-Government Organizations (NGOs), and Academe Sector

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Government • Request Letter • RINEX Data • Area of Interest • Valid Government-Issued Identification Card (ID) • External Client Request (ECR) • Product Evaluation (PE) Form (for returning clients only)	• Head of Office • Technical Personnel or Team of Requesting Party • National Government Agencies (NGAs) • Geodesy Div., NAMRIA • Geodesy Div., NAMRIA
Private Individual, Companies/Corporations: • Area of Interest • RINEX Data • Valid Government-Issued Identification Card (ID) • External Client Request (ECR) • Product Evaluation (PE) Form (for returning clients only)	• Technical Personnel or Team of Requesting Party • National Government Agencies (NGAs) • Geodesy Div., NAMRIA • Geodesy Div., NAMRIA

Academe	
• Request Letter • Area of Interest • School ID • External Client Request (ECR) • Product Evaluation (PE) Form (for returning clients only)	• Adviser • Team of Requesting Party • School/University • Geodesy Div., NAMRIA • Geodesy Div., NAMRIA

For walk-in clients (G2C and G2B)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired product	*For GCP Certification* 1.1 Check availability of GCP thru GNIS Database		2 minutes per point	*Client Service Unit (CSU), GD*
	For GNSS Receiver Registration 1.1 Receive RINEX data 1.2 Validate if data can be processed 1.3 Data Processing		9 minutes/ certification *(may be extended up to 1 day depending on the quality of data submitted)*	*CSU, GD* *Chief, GD*
	For GNSS Data Evaluation 1.1 Receive RINEX data 1.2 Validate if data can be processed 1.3 Data Processing and Evaluation		14 minutes/ certification* *(may be extended up to 1 day depending on the quality of data submitted)*	*CSU, GD* *Chief, GD*
2. Provide client information and ID	For returning clients with the same representative: 2.1 Prepare and print client forms 2.2 Print Order of		1 minute	*CSU, GD*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Payment 2.3 Give the forms to the client For returning clients with a new representative: 2.1 Encode client information in the developed CSU Program 2.2 Prepare and print client forms 2.3 Print Order of Payment 2.4 Give the forms to the client For new clients: 2.1 Encode client information in the developed CSU Program 2.2 Prepare and print client forms 2.3 Print Order of Payment 2.4 Give the forms to the client		3 minutes 4 minutes	
3.1 Review forms and order of payment 3.2 Proceed to Accounting Office				
4. Submit OP	4.1 Receive OP 4.2 Provide and record control number, and sign the OP 4.3 Return the OP to the client		3 minutes	*Finance Management Division*

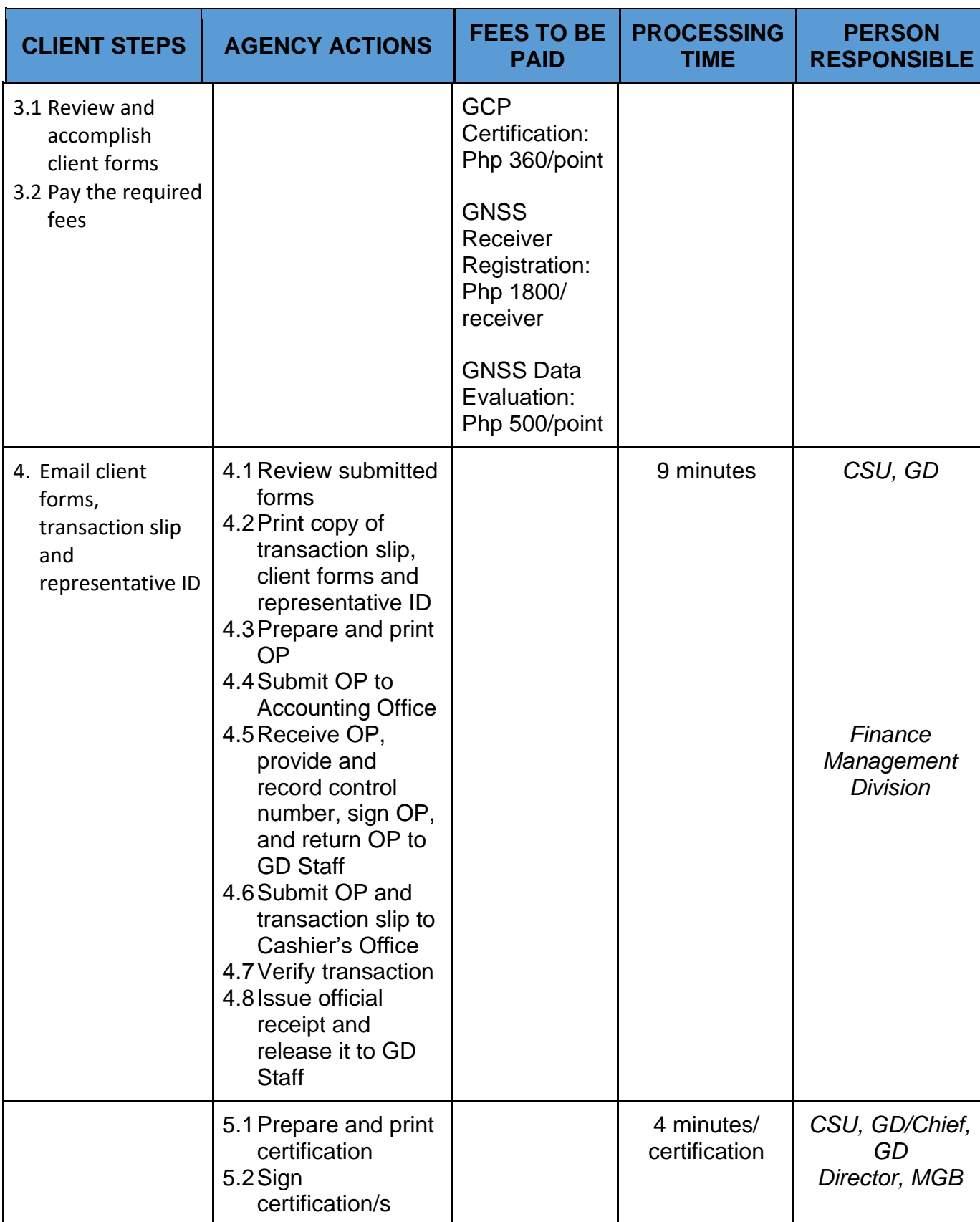| CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Proceed to cashier's office and pay the required fee	5.1 Receive OP and payment 5.2 Issue official receipt and release it to the client	GCP Certification: Php 360/point GNSS Receiver Registration: Php 1800/ receiver GNSS Data Evaluation: Php 500/point	3 minutes	*Finance Management Division*
6. Proceed to Geodesy Division				
7. Submit OR to GD Staff	7.1 Receive official receipt 7.2 Prepare and print certification/s 7.3 Sign certification/s		4 minutes/ certification	*CSU, GD* CSU,GD/Chief, GD *Director, MGB*
8. Submit accomplished forms (ECR and product evaluation form with feedback)	8.1 Check completeness of forms 8.2 Release OR, certification, and ID 8.3 Compile client forms		1 minute	*CSU, GD*
	TOTAL		**GCP Certification: 14 - 17 minutes/GCP** **GNSS Receiver Registration: 21 - 24 minutes/ certification** *(may be extended up to*	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			1 day depending on the quality of data submitted) **GNSS Data Evaluation: 26 – 29 minutes** *(may be extended up to 1 day depending on the quality of data submitted)*	

For online and phone-in requests (G2C and G2B)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired product	*For GCP Certification* 1.1 Check availability of GCP thru GNIS Database *For GNSS Receiver Registration* 1.1 Receive RINEX data 1.2 Validate if data can be processed 1.3 Data Processing *For GNSS Data Evaluation* 1.1 Receive RINEX data		2 minutes per point 9 minutes/ certification *(may be extended up to 1 day depending on the quality of data submitted)* 14 minutes/ certification*	*Client Service Unit (CSU), GD*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Validate if data can be processed 1.3 Data processing and evaluation		*(may be extended up to 1 day depending on the quality of data submitted)*	
2. Provide client information	For returning clients with the same representative: 2.1 Prepare client forms 2.2 Email the forms to the client together with the payment instructions		1 minute	*CSU, GD*
	For returning clients with a new representative: 2.1 Encode client information in the developed CSU Program 2.2 Prepare client forms 2.3 Email the forms to the client together with the payment instructions		3 minutes	
	For new clients: 2.1 Encode client information in the developed CSU Program 2.2 Prepare client forms 2.3 Email the forms to the client together with the payment instructions		4 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.1 Review and accomplish client forms 3.2 Pay the required fees		GCP Certification: Php 360/point GNSS Receiver Registration: Php 1800/ receiver GNSS Data Evaluation: Php 500/point		
4. Email client forms, transaction slip and representative ID	4.1 Review submitted forms 4.2 Print copy of transaction slip, client forms and representative ID 4.3 Prepare and print OP 4.4 Submit OP to Accounting Office 4.5 Receive OP, provide and record control number, sign OP, and return OP to GD Staff 4.6 Submit OP and transaction slip to Cashier's Office 4.7 Verify transaction 4.8 Issue official receipt and release it to GD Staff		9 minutes	*CSU, GD* *Finance Management Division*
	5.1 Prepare and print certification 5.2 Sign certification/s		4 minutes/ certification	*CSU, GD/Chief, GD* *Director, MGB*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.1 Scan signed certification and OR 5.2 Email certification and OR to the client 5.3 Request feedback from client 5.4 Compile client forms, OR and certificates		5 minutes	*CSU, GD*
	TOTAL		**GCP Certification: 21 - 24 minutes/GCP** **GNSS Receiver Registration: 21 - 24 minutes/ certification** *(may be extended up to 1 day depending on the quality of data submitted)* **GNSS Data Evaluation: 26 – 29 minutes** *(may be extended up to 1 day depending on the quality of data submitted)*	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			(excluding time of receipt of documents from client)	
For walk-in clients (G2G and Academe)				
1. Request desired product	*For GCP Certification* 1.1 Check availability of GCP thru GNIS Database *For GNSS Receiver Registration* 1.1 Receive RINEX data 1.2 Validate if data can be processed 1.3 Data Processing *For GNSS Data Evaluation* 1.1 Receive RINEX data 1.2 Validate if data can be processed Data Processing and Evaluation		2 minutes per point 9 minutes/ certification (may be extended up to 1 day depending on the quality of data submitted) 14 minutes/ certification* (may be extended up to 1 day depending on the quality of data submitted)	*Client Service Unit (CSU), GD* *CSU, GD* *Chief, GD* *CSU, GD* *Chief, GD*

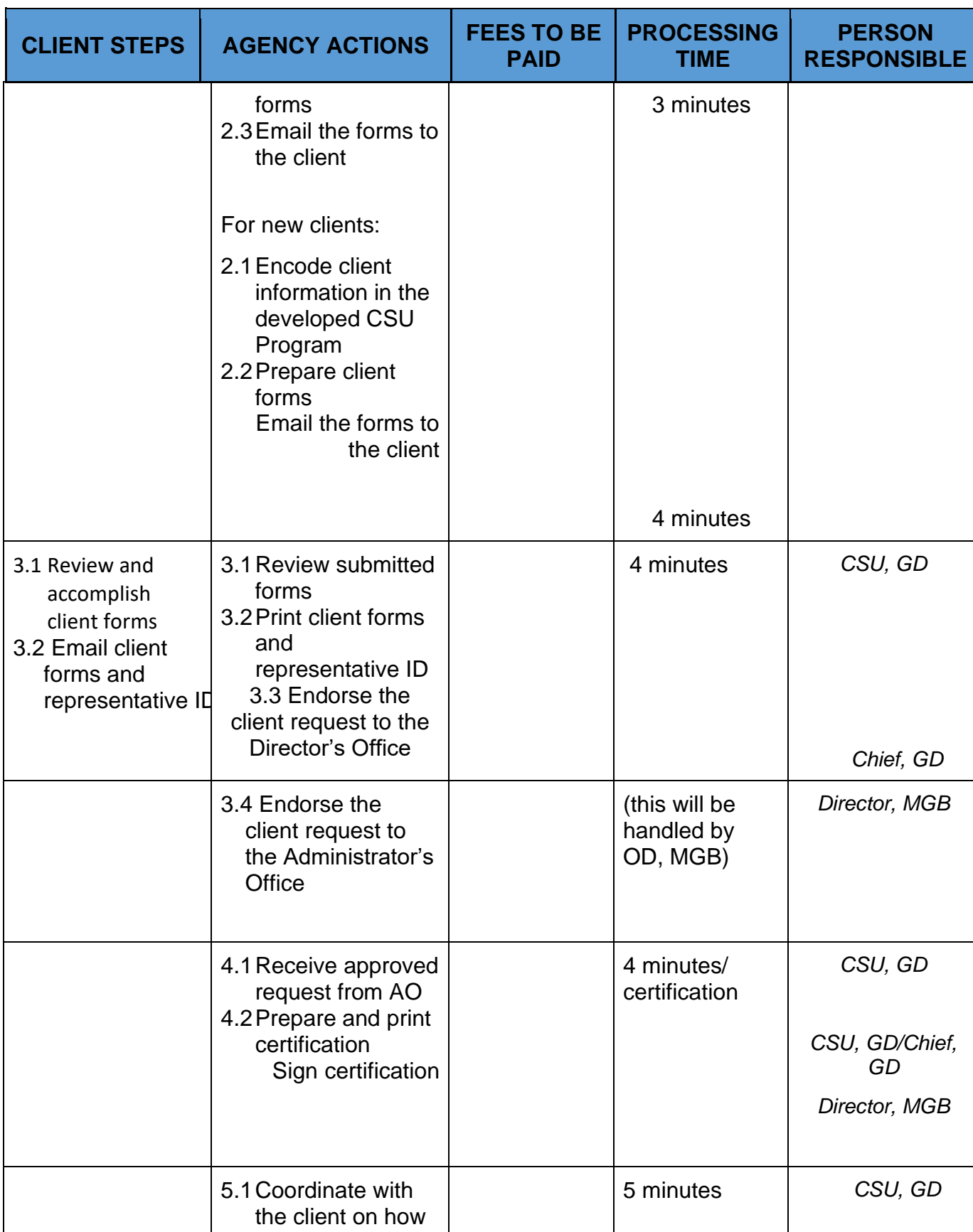| CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Provide client information and ID	For returning clients with the same representative: 2.1 Prepare and print client forms 2.2 Give the forms to the client		1 minute	*CSU, GD*
	For returning clients with a new representative: 2.1 Encode client information in the developed CSU Program 2.2 Prepare and print client forms 2.3 Give the forms to the client		3 minutes	
	For new clients: 2.1 Encode client information in the developed CSU Program 2.2 Prepare and print client forms Give the forms to the client			
			4 minutes	
3.1 Review and accomplish forms 3.2 Submit forms to GD Staff	3.1 Review accomplished forms 3.2 Endorse the client request to the Director's Office		2 minutes	*CSU, GD* *Chief, GD*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Endorse the client request to the Administrator's Office		(this will be handled by OD, MGB)	*Director, MGB*
	4.1 Receive approved request from AO 4.2 Prepare and print certification Sign certification		4 minutes/certification	*CSU, GD* *CSU,GD/Chief, GD* *Director, MGB*
	5.1 Coordinate with the client on how they will get their requested data Pick-up: 5.2 Request feedback from client 5.3 Release certification 5.4 Compile client forms Via Email: 5.2 Scan signed certification 5.3 Email certification to the client 5.4 Request feedback from client Compile client forms		5 minutes	*CSU- GD*
	TOTAL		**GCP Certification: 14 - 17 minutes/GCP** **GNSS Receiver**	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Registration: 21 - 24 minutes/ certification (may be extended up to 1 day depending on the quality of data submitted) **GNSS Data Evaluation:** **26 – 29 minutes** (may be extended up to 1 day depending on the quality of data submitted) **(excluding time of receipt of documents from clients and approval from OD and AO)**	
For online and phone-in requests (G2G and Academe)				
1. Request desired product	*For GCP Certification* 1.1 Check availability of GCP thru GNIS Database *For GNSS Receiver*		2 minutes per point	*Client Service Unit (CSU), GD*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Registration 1.1 Receive RINEX data 1.2 Validate if data can be processed 1.3 Data Processing		9 minutes/ certification (may be extended up to 1 day depending on the quality of data submitted)	
	For GNSS Data Evaluation 1.1 Receive RINEX data 1.2 Validate if data can be processed 1.3 Data processing and evaluation		14 minutes/ certification* (may be extended up to 1 day depending on the quality of data submitted)	
2. Provide client information	For returning clients with the same representative: 2.1 Prepare client forms 2.2 Email the forms to the client For returning clients with a new representative: 2.1 Encode client information in the developed CSU Program 2.2 Prepare client		1 minute	*CSU, GD*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	forms 2.3 Email the forms to the client For new clients: 2.1 Encode client information in the developed CSU Program 2.2 Prepare client forms Email the forms to the client		3 minutes 4 minutes	
3.1 Review and accomplish client forms 3.2 Email client forms and representative ID	3.1 Review submitted forms 3.2 Print client forms and representative ID 3.3 Endorse the client request to the Director's Office		4 minutes	*CSU, GD* *Chief, GD*
	3.4 Endorse the client request to the Administrator's Office		(this will be handled by OD, MGB)	*Director, MGB*
	4.1 Receive approved request from AO 4.2 Prepare and print certification Sign certification		4 minutes/ certification	*CSU, GD* *CSU, GD/Chief, GD* *Director, MGB*
	5.1 Coordinate with the client on how		5 minutes	*CSU, GD*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	they will get their requested data Pick-up: 5.2 Request feedback from client 5.3 Release certification 5.4 Compile client forms Via Email: 5.2 Scan signed certification 5.3 Email certification to the client 5.4 Request feedback from client Compile client forms			
	TOTAL		**GCP Certification: 16 – 19 minutes/GCP** **GNSS Receiver Registration: 23 - 26 minutes/ certification** (may be extended up to 1 day depending on the quality of data submitted)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			GNSS Data Evaluation: **27 – 31 minutes** (may be extended up to 1 day depending on the quality of data submitted) **(excluding time of receipt of documents from clients and approval from OD and AO)**	