



RDAB-04. Request for Coastal Resources Map, Inundation Map and Slope Map

A. Request for Coastal Resource Maps for Walk-In Clients

Clients can request for customized copy of Coastal Resource Map in printed or analogue and digital formats.

Office or Division:	Physiography and Coastal Resource Division (PCRD) Resource Data Analysis Branch (RDAB)			
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		
Area of Interest (.shp, CAD file, coordinates, Technical Description, Administrative Boundary)		Client		
External Client Request (ECR) Form (1 copy)		PCRD www.namria.gov.ph/forms.php		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired thematic data	1. Discuss details of the request and check availability of data	None	25 minutes	RS Technologist II PCRD
2. Fill out Client Details in ECR form	2. Fill out Order Details in the ECR form	None	15 minutes	RS Technologist II PCRD
3. Pay the required fees	3. Issue the OP	Print on Demand: P 1,500/AO size Digital Data:	10 minutes	RS Technologist II PCRD Project Development Officer II SSB-FMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1 Accept the Payment and issue the OR	P 300.00/ megabyte (Mb)	6 minutes	Admin Officer III (Cashier II) SSB-FMD
	3.2 Photocopy OR	None	3 minutes	RS Technologist II PCRD
	3.3 Issue Claim Stub for complex data processing	None	2 minutes	RS Technologist II PCRD
	3.5 Processing of thematic data	None	3 hours (Simple data processing)	RS Technologist II PCRD
			1 day (Complex data processing)	RS Technologist II/ Sr. RS Technologist PCRD
4. Receive the product and accomplish ECR form (<i>Feedback details</i>)	4. Check the completeness of the form and release the product	None	5 minutes	RS Technologist II PCRD
5. For returning clients: Fill out Product Evaluation form	5. Check completeness of the form	None	5 minutes	RS Technologist II PCRD
	TOTAL	Print on Demand: ➤ Php1,500/ AO size Digital Data: ➤ Php300.00/ megabyte (Mb)	4 hours 11 minutes (Simple data processing) 1 day 1 hour 11 minutes (Complex data processing)	



B. Request for Complimentary Copy of Coastal Resource Map

Clients can request for complimentary copy of customized Coastal Resource Map in printed or analogue and digital formats.

Office or Division:	Physiography and Coastal Resource Division (PCRD) Resource Data Analysis Branch (RDAB)			
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, Academe, Students (for thesis purposes)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NGA, NGO, LGU, Academe: € Letter of Request: (1 copy)		Client		
Student: € Letter of Request Noted by School Official € Photocopy of School ID € Thesis Abstract				
€ Area of Interest (.shp, CAD file, coordinates, Technical Description, Administrative Boundary)				
€ Request for Free Issue (RFI) form (1 copy)		PCRD www.namria.gov.ph/forms.php		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired thematic data	1. Receive the letter request and check completeness of information provided in the letter.	None	15 minutes	Administrative Aide VI RS Technologist II PCRD
	1.1 Forward the letter to Records	None	5 minutes	Administrative Aide VI PCRD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Section			
	1.2 Endorse the request to the NAMRIA Administrator	None	4 hours	<i>Administrative Officer I</i> SSB-RMS
	1.3 Endorse to RDAB Director for appropriate action	None	1 day	<i>Administrator</i> NAMRIA
	1.4 Endorse the request to concerned Division for appropriate action	None	15 minutes	<i>Director</i> RDAB
	1.5 Discuss the request details with the client	None	30 minutes	<i>RS Technologist II</i> PCRD
2. Fill out the Client Details of the RFI form	2. Fill out the Order Details of RFI form and prepare memo/letter reply	None	1 hour	<i>RS Technologist II</i> <i>Spvg. RS Technologist</i> PCRD
	2.1 Endorse memo/letter reply and RFI to RDAB Director	None	30 minutes	<i>Division Chief</i> PCRD
	2.2 Endorse memo/letter reply and RFI to NAMRIA Administrator	None	2 hours	<i>Asst. Director</i> <i>Director</i> RDAB



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Sign the memo/letter reply and RFI and endorse to RDAB Director	None	1 day	<i>Deputy Administrator</i> <i>Administrator NAMRIA</i>
	2.4 Forward the signed memo/letter reply and RFI to concerned Division	None	15 minutes	<i>Administrative Asst. I</i> <i>Office of the Director, RDAB</i>
	2.5 Processing of thematic data	None	3 hours	<i>RS Technologist II PCRD</i>
3. Receive the product and accomplished RFI form (Feedback details)	3. Release the product	None	5 minutes	<i>Administrative Aide VI</i> <i>RS Technologist II PCRD</i>
	TOTAL	None	3 days 3 hours 55 minutes	