



RDAB-01. Request for Complimentary Copies of Thematic Data and Other Maps within RDAB

Request for complimentary copies of various thematic data/map from Resource Data Analysis Branch such as Land cover, Slope, Coastal Resource and Inundation of Coastal Low-Lying areas in digital or analogue formats and Land Classification Map in analogue format only.

Office or Division:	Client Service Unit (CSU) 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, Students (for thesis purposes), Other Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NGA, NGO, LGU, Academe, Other Institutions: € Letter of Request: (1 copy)		Client		
Student: € Letter of Request Noted by School Official € Photocopy of School ID		Client		
€ Area of Interest (.shp, CAD file, coordinates, Technical Description, Administrative Boundary)		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 GIS maps and other thematic data	1. Receive the letter request and check completeness of information provided in the letter.	None	15 minutes	<i>Administrative Aide VI</i> <i>Technical Personnel</i> <i>CSU-RDAB</i>
	1.1 Forward the letter to Records Section	None	4 hours	<i>Administrative Aide VI</i> <i>CSU-RDAB</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Endorse the request to the NAMRIA Administrator			<i>Records Officer Administrative Division</i>
	1.3 Approve the request and endorse to RDAB Director	None	1 day	<i>Administrator NAMRIA</i>
	1.4 Endorse the request to Chief, GID to CSU for appropriate action	None	30 minutes	<i>Director, RDAB</i>
	1.5 Discuss the request details with the client thru email or phone call	None	30 minutes	<i>Technical Personnel CSU-RDAB</i>
	1.6 Endorse to concern Divisions			<i>Administrative Aide VI CSU-RDAB</i>
2. Fill out the Client Details of RFI form	2. Fill out the Order Details of RFI form and prepare memo/letter reply	None	1 hour	<i>Technical Personnel CSU-RDAB</i>
	2.1 Endorse memo/letter reply and RFI to RDAB Director	None	30 minutes	<i>Division Chief CSU-RDAB</i>
	2.2 Endorse to NAMRIA Administrator	None	2 hours	<i>Asst. Director, RDAB Director, RDAB</i>
	2.3 Sign the memo/letter reply and RFI and endorse to RDAB Director	None	1 day	<i>Deputy Administrator Administrator, NAMRIA</i>
	2.4 Endorse the signed memo/letter reply and RFI to GID/CSU-RDAB for	None	15 minutes	<i>GISMB Director</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	appropriate action			
	2.5 Processing of GIS maps and multiple thematic data	None	1 day (Complex data processing) (2-5 maps)	<i>LRDAD, PCRD,LCD</i>
3. Receive the product and accomplished RFI form (Feedback details) For returning clients: Fill out Product Evaluation form	3. Release the product and Check completeness of the form	None	10 minutes	<i>Administrative Aide VI CSU-RDAB</i>
	TOTAL	None	4 days 1 hour 12minutes (Complex) (2-5 maps)	