



MGB-02. Request for Digital and Print-On-Demand Administrative and Large, Medium and Small Scale Topographic Base Maps

This service caters to national government agencies (NGAs), local government units (LGUs), government-controlled corporations (GOCCs), foreign entities, non-government organizations (NGOs), academic community, and private sector of the society seeking up-to-date large-scale (1:10,000), medium-scale (1:50,000) and small-scale (1:250,000) topographic base and administrative maps (Philippine, Regional, and Provincial Maps).

Said geospatial datasets and information shall serve as basic inputs for various fields of applications such as disaster management, climate change, governance, urban and rural planning, public works and infrastructure, transportation, and communication, among others.

Office or Division:	Photogrammetry Division, Mapping and Geodesy Branch (PD-MGB) Cartography Division, Mapping and Geodesy Branch (CD-MGB)	
Classification:	Simple, Complex, or Highly Technical Transaction	
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
For Private Individuals or Companies/Corporations:		
1. Request Letter (Optional)	Private Individual/Head of Company or Corporation	
2. Digital Boundary of Specific Location or Area of Interest (AOI) in *.shp, *.dwg, or *.kmz Vector File Formats	Technical Personnel or Team of Requesting Party	
3. Valid Government-Issued Identification Card (ID)	National Government Agencies (NGAs)	
4. External Client Request (ECR) Form	National Mapping and Resource Information Authority (NAMRIA)	
5. Product Evaluation Form, if returning client	National Mapping and Resource Information Authority (NAMRIA)	



For National Government Agencies (NGAs), Local Government Units (LGUs), Government Controlled Corporations (GOCCs), Foreign Entities, and Non-Government Organizations (NGOs)

1. Request Letter	Head of Agency
2. Digital Boundary of Specific Location or Area of Interest (AOI) in *.shp, *.dwg, or *.kmz Vector File Formats	Technical Personnel or Team of Requesting Party
3. Valid Government-Issued Identification Card (ID)	National Government Agencies (NGAs)
4. Request for Free Issue (RFI) Form	National Mapping and Resource Information Authority (NAMRIA)
5. Product Evaluation Form, if returning client	National Mapping and Resource Information Authority (NAMRIA)

For Academe Sector:

1. Request Letter	Student/s or Head of Academic Institution
2. Digital Boundary of Specific Location or Area of Interest (AOI) in *.shp, *.dwg, or *.kmz Vector File Formats	Student/s
3. Approved Thesis Proposal	Student/s
4. Endorsement Letter from Thesis Adviser or Professor	Thesis Adviser or Professor
5. Certificate of Registration or Enrollment Form	School or University Registrar
6. Valid School Identification Card (ID)	School or University Registrar
7. Request for Free Issue (RFI) Form	National Mapping and Resource Information Authority (NAMRIA)
8. Product Evaluation Form, if returning client	National Mapping and Resource Information Authority (NAMRIA)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request needed products or	1.1 Receive request. 1.2 Ask for a	None	10 minutes	*For request concerning topographic base



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
services through walk-in, letter-request, email, phone call, etc.	<p>valid government-issued or school ID.</p> <p>1.3 Prepare one (1) copy of External Client Request (ECR) Form or Request for Free Issue (RFI) Form to be given personally or send through email to the client.</p> <p>1.4 For returning clients, prepare one (1) copy of Product Evaluation Form to be given personally or send through email.</p> <p>1.5 For paying clients, prepare four (4) copies of Order of Payment (OP) to be given personally or send through email.</p>			<p>maps at scale 1:10,000:</p> <p><i>Client Service Unit (CSU), PD</i></p> <p><i>Cartographer II Photogrammetry Division</i></p> <p>*For request concerning topographic base maps at scale 1:50,000 and 1:250,000 and administrative maps:</p> <p><i>Client Service Unit (CSU), CD</i></p> <p>For walk-in, email, phone call, and others:</p> <p><i>*Section Chiefs depending on the type of map</i></p> <p>-Topographic Base Maps</p> <p>-Database Management Data</p> <p>-Administrative Maps</p>
2. Review client forms and submit to	2.1 Receive and check completeness of submitted	None	<p>2 hours</p> <p>Details are as follows:</p>	<p>*For request concerning topographic base maps at scale 1:10,000:</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Division Client Service Unit (CSU).	<p>client forms.</p> <p>2.2 Endorse client to the concerned Section Product Custodian, together with the accomplished client forms.</p> <p>2.3 Prepare requested topographic base maps and/or administrative maps in digital and/or hard copy file format.</p> <p>2.4 Store digital maps in external storage device with appropriate label of specific data requested, coverage, and date of release.</p> <p>2.5 Check completeness of requested digital and/or printed maps.</p>		<p>30-45 minutes (Digital Map)* 1 hour (Printing/ Map)*</p> <p>30-45 minutes (Digital Map)*</p> <p>1 hour (Printing/ Map)*</p> <p>30-45 minutes (Digital Map)*</p> <p>2 hours (Printing/ Map)*</p>	<p><i>Cartographer II</i> Photogrammetry Division</p> <p><i>Division Chief</i> <i>Engineer IV</i> Photogrammetry Division</p> <p><i>Section Chiefs</i> <i>Engineer IV</i> Photogrammetry Division <i>Depending on the Type of Requested Data</i></p> <p>*For request concerning topographic base maps at scale 1:50,000; 1:250,000 and administrative maps</p> <p>[Topographic Base Mapping Section]</p> <p>-For Digital Topographic Maps in CAD File Format (Vector Data)</p> <p>[Topographic Database Management Section]</p> <p>-For Digital Topographic Maps in Shapefile Format (Vector Data) & Scanned Data (Raster Data)</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<p><i>[Administrative & Special Mapping Section]</i></p> <p>-For Digital Administrative Maps in shapefile format (Vector Data) & Scanned Data in JPEG file format (Raster Data)</p>
3. Pay prescribed fees and charges personally or online through bank transfer or deposit.	<p>3.1 Receive one (1) copy of OP, ECR, and payment.</p> <p>3.2 Process payment.</p> <p>3.3 Issue one (1) copy of Official Receipt (OR).</p> <p>3.4 Return one (1) copy each of OP and ECR.</p>	<p>A. Digital Topographic Base Map <i>(Vector Data *.dwg File Format)</i></p> <p>(a) 1:50,000 & 1:250,000 – PHP 300/MB</p> <p>(b) 1:10,000 - PHP 9,000.00/ map sheet</p> <p>(c) 1:5,000 - PHP 9,000.00/map sheet</p> <p>(d) 1:4,000 - PHP 9,000.00/map sheet <i>(Raster Data *.JPEG/TIFF)</i></p> <p>(a) Scanned 1:50,000 & 1:250,000 –PHP 300/ map</p> <p>(b) Rectified Scanned PhP 600/map</p> <p>B.</p>	10 minutes	<p><i>Financial and Management Division</i></p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Administrative Maps: 1. Raster Data • Philippines, Luzon Visayas Mindanao - PhP1,000/ map • Regional, Provincial & Palawan (part of Luzon Map) maps -PhP500/map 2. Vector data PhP300/MB C. Printing of Digital Topographic Map (a) Enhanced 1:10,000 Scale - PHP 1,200.00 (b) Vector File -1:10,000 Scale - PHP 800.00 (c) 1:50,000 & 1:250,000 Topographic, Administrative and Special Maps -Standard/ Plain Paper PhP 1.00/sq inch		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		-Glossy/ Photo Paper PhP 2.00/sq inch -Tarpaulin PhP 2.00/sq inch Digital Topographic Base Map <i>(* .dwg File Format)</i> (a) 1:10,000 - PHP 9,000.00/ map sheet (b) 1:5,000 - PHP 9,000.00/map sheet (c) 1:4,000 - PHP 9,000.00/map sheet Printing of Digital Topographic Map (a) Enhanced 1:10,000 Scale - PHP 1,200.00 (b) Vector File -1:10,000 Scale - PHP 800.00		
4. Go back to the concerned Division with payment receipt and copy of signed OP.	4.1 Receive copy of OP and ECR or RFI. 4.2 Give ECR or RFI for the client's	None	10 minutes	<i>Cartographer II</i> Photogrammetry Division <i>*Section Chiefs:</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive and inspect the requested data.	signature. 4.3 Release requested data personally, online or sent through courier service.			Topographic Mapping: Database Management: Administrative Mapping:
5. Sign ECR or RFI and Product Evaluation Form, if returning client.	5.1 Receive signed ECR or RFI. 5.2 Compile all documentary requirements and submit copy to concerned Division Chief and Mapping and Geodesy Branch (MGB) Director for their respective signatures.	None	5 minutes	<i>Director, Mapping and Geodesy Branch</i> <i>Division Chief, Photogrammetry Division</i> <i>Division Chief, Cartography Division</i>
	TOTAL	<i>Kindly refer to the NAMRIA Prescribed Fees and Rates as listed above.</i>	1-3 Hours (Simple Transaction) Digital Map: 90 minutes Printed Map: 165 minutes	

NOTE:

Transactions are categorized into (1) Simple, (2) Complex, or (3) Highly Technical.



(1) **Simple Transactions** refer to requests for readily available geospatial datasets and maps which have already been stored in a database and/or archived covering areas up to the municipal and provincial level.

Simple Transactions: Up to 3 Working Days

(2) **Complex Transactions** refer to requests for customized maps covering areas up to the provincial and regional level.

Complex Transactions: Up to 7 Working Days

(3) **Highly Technical Transactions** refer to requests for customized maps with nationwide coverage.

Highly Technical Transactions: Up to 20 Working Days

- Total time duration depends on the size of the requested area, magnitude of geospatial information content, quality of printing materials, product format (paper/analog or digital), and force majeure or any fortuitous event of critical peace and other situation or circumstance beyond control.
- Requested data may be customized according to the needs of the client and availability of the data and service provider.
- Online payment through bank transfer or deposit is allowed. Prices exclude the cost of prepaid courier services, though.