



## HB-02. Request for Free Issuance of Maps, Publications, and Data Produced by the Hydrography Branch

Clients can request at the Client Service Unit of Hydrography Branch the nautical charts, bathymetric data, geomagnetic data, oceanographic data, municipal water boundary data, nautical publications and special or customized maps and data in printed or analog and digital formats.

<b>Office or Division:</b>	Client Service Unit (CSU), HB			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.a. For NGA, LGU, NGO, citizen clients: Request Letter 1.b. For students: Request Letter Noted by School Official, Photocopy of School ID and Thesis Abstract (1 copy)		Client		
2. Request for Free Issue (RFI) form (1 copy)		CSU HB Online ( <a href="http://www.namria.gov.ph/forms.php">www.namria.gov.ph/forms.php</a> )		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired map, publication or data	1. Receive the letter of request and check completeness of information provided in the request	None	30 minutes	CSU, HB
	1.1 Forward the letter to Records Section	None	4 hours	Records Officer Administrative Division



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Endorse the request to the NAMRIA Administrator	None	4 hours	<i>Records Officer Administrative Division</i>
	1.3 Approve/ disapprove the request and endorse to HB Director	None	1 day	<i>Administrator NAMRIA</i>
	1.4 Endorse the request to CSU, HB for appropriate action	None	30 minutes	<i>HB 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>CSU, HB</i>
	1.6. For approved requests, endorse to appropriate HB Division	None	15 days	<i>NCD Staff MAD Staff POD Staff SSD-HGDMS Staff</i>
	1.7. Prepare the requested map, publication or data and endorse to CSU, HB			
2. Fill out the Client Details of	2. Consolidate requested	None	4 hours	<i>CSU, HB</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the RFI form	map, publication, or data; and prepare the reply letter			
	2.1. Endorse the RFI and reply letter to HB Director	None	30 minutes	CSU, HB
	2.2. Endorse to NAMRIA Administrator	None	4 hours	HB Director
	2.3. Sign the RFI and reply letter and endorse to HB Director	None	1 day	Administrator NAMRIA
	2.4 Endorse signed RFI and reply letter to CSU, HB	None	30 minutes	HB Director
3. Receive the map, publication, or data and fill-up the RFI for the satisfaction rating	3.1 Release the map, publication, or data with the reply letter	None	30 minutes	CSU, HB
	<b>TOTAL</b>	<b>None</b>	<b>19 days and 3 hours</b> <i>(Includes travel time from San Nicolas, Manila to Fort Bonifacio, Taguig and vice versa)</i>	