



## GISMB-02. Request for GIS Maps and Multiple Thematic Data

Clients can request, at the NAMRIA Client Service Section, special or customized copies of GIS and other thematic data maps in printed or analog and digital formats

<b>Office or Division:</b>	Geospatial Information System Management Branch (GISMB) Client Service Section (CSS)			
<b>Classification:</b>	Simple, Complex, Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
External Client Request (ECR) (1 copy)		Client Service Section (CSS) <a href="http://www.namria.gov.ph/form.php">www.namria.gov.ph/form.php</a>		
Order of Payment (OP) (2 copies)		Client Service Section (CSS)		
Official Receipt (OR) (1 copy)		Client Service Section (CSS)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request desired GIS maps and other thematic data	1. Discuss details of the maps and data 1.1 Check availability of maps and data	None	30 minutes	CSS Staff
2. Fill out Client Details in ECR form	2. Fill out Order Details in the ECR form  2.1 Processing of GIS maps and multiple thematic data	PhP300.00/ megabyte (Mb)	15 minutes  Simple (1 to 3 maps/datasets) - 2 days 6 hours 45 minutes Complex (4 to 6 maps/datasets) - 6 days 6 hours 45 minutes  Highly technical (8 or more maps/datasets) -	CSS Staf



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			19 days 6 hours 45 minutes	
3. Pay the required fees	3. Issue the OP	None	20 minutes	CSS Staff
	3.1 Accept the payment 3.2 Issue the OR	PhP300.00/ megabyte (Mb)		Cashier
4. Receive the product	4. Release the product	None	5 minutes	CSS Staff
5. For returning clients: Fill out Product Evaluation form	5. Check completeness of the form	None	5 minutes	CSS Staff
	<b>TOTAL</b>	<b>Price/Mb x Mb per map/layer</b>	<b>Simple (1 to 3 maps/datasets) - 3 days</b>  <b>Complex (4 to 6 maps/datasets) - 7 days</b>  <b>Highly technical (8 or more maps/datasets) - 20 days</b>	



## For Free Copies of GIS Maps and Other Thematic Maps

<b>Office or Division:</b>	Geospatial Information System Management Branch (GISMB) Client Service Section (CSS)			
<b>Classification:</b>	Complex, Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	National Government Agencies, Non-Government Organizations, Local Government Units, Students (for thesis purposes)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request (NGA, NO, LGU) Letter of Request Noted by School Official Photocopy of School ID and Thesis Abstract (1 copy)		Client		
Request for Free Issue (RFI) form (1 copy)		GISD <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 GIS maps and other thematic data	1. Receive the letter of request and check completeness of information provided in the request	None	25 minutes	CSS Staff
	1.1 Forward the letter to Records Section 1.2 Endorse the request to the NAMRIA Administrator	None	4 hours	Records Officer Administrative Division
	1.3 Approve/ Disapprove the request and endorse to GISMB Director	None	1 day	NAMRIA Administrator



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Endorse the request to GISD Chief/MSO Officer in Charge (OIC) for appropriate action	None	30 minutes	<i>GISMB 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>CSS Staff</i>
2. Fill out the Client Details of RFI form	2. For approved request, endorse the RFI to GISMB Director	None	30 minutes	<i>GISD Chief/CSS Staff</i>
	2.1 Endorse to NAMRIA Administrator	None	30 minutes	<i>GISMB Director</i>
	2.2 Sign the RFI and endorse the RFI to GISMB Director	None	1 day	<i>NAMRIA Administrator</i>
	2.3 Endorse the request to GISD Chief/MSO Officer in Charge (OIC) for appropriate action	None	30 minutes	<i>GISMB Director</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Processing of GIS maps and multiple thematic data	None	Complex (4 to 6 maps/datasets) - 4 days 1 hour  Highly technical; (8 or more maps/datasets) - 17 days 1 hour	
3. Receive the product	3. Release the product	None	5 minutes	CSS Staff
	<b>TOTAL</b>	<b>Price/Mb x Mb per map/layer</b>	<b>Complex (4 to 6 maps/datasets) - 7 days</b>  <b>Highly technical (8 or more maps/datasets) - 20 days</b>	