



GISMB-04. Request for Information, Education, and Communication (IEC) Activities

NAMRIA external clients can request an IEC campaign activity (usually 1 day) or a tour of the agency's facilities (usually 4 hours), as well as the setting up of a map and technology exhibit (usually 1 day).

Office or Division:	Geospatial Information Services Division (GISD)			
Classification:	Simple, Complex			
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		
Letter of Request (1 copy)		Client		
IEC Evaluation (NAMRIA-KS-Form06) (1 copy)		GISD www.namria.gov.ph/forms.php		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request desired IEC activity.	1. Receive the letter of request and check completeness of information provided in the request 1.2 Forward the letter to records Section	None	20 minutes	<i>Receiving personnel</i> GISD-GISMB
	1.3 Endorse the request to the NAMRIA Administrator	None	4 hours	<i>Records Officer</i> Records Management Section
	1.4 Approve/	None	1 day	<i>NAMRIA</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	disapprove the request to GISMB Director			<i>Administrator</i>
	1.5 Endorse the request to GISD Chief/ Concerned personnel for appropriate action	None	30 minutes	<i>GISMB Director</i>
	1.6 If approved, discuss the request details with the client; if disapproved, inform the client through a letter, email or phone call	None	IEC Campaign: 3 days TOF: 1 hour Exhibit: 5 days	<i>Assigned Information Officer</i> GISD-GISMB
	1.7 Prepare the necessary requirements for the activity	None		<i>Assigned Information Officer/Graphics Artist</i> GISD-GISMB
2. Fill out IEC evaluation form (after the activity)	4. Check the completeness of the form	None	5 minutes	<i>Assigned Information Officer/Graphics Artist</i> GISD-GISMB
	TOTAL	None	IEC Campaign: 4 days 5 hours and 5 minutes TOF: 2 days 5 hours and 5 minutes Exhibit: 6 days 5 hours and 5 minutes	